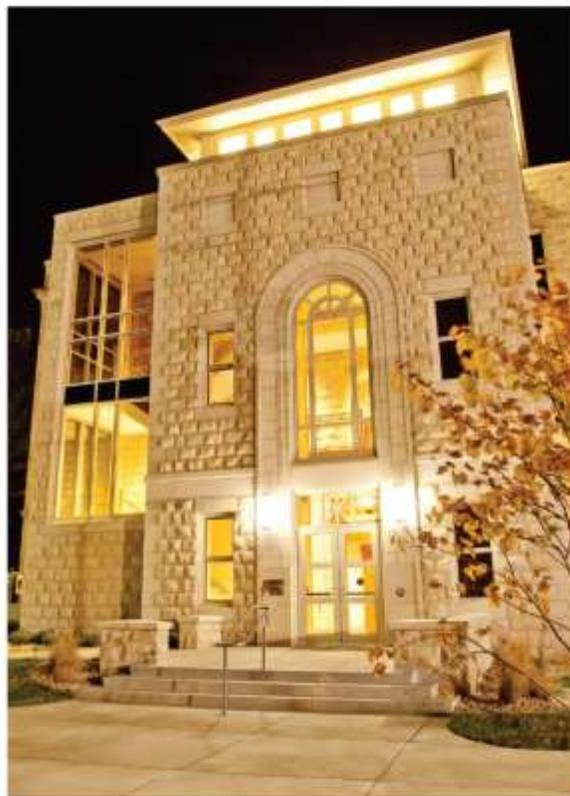
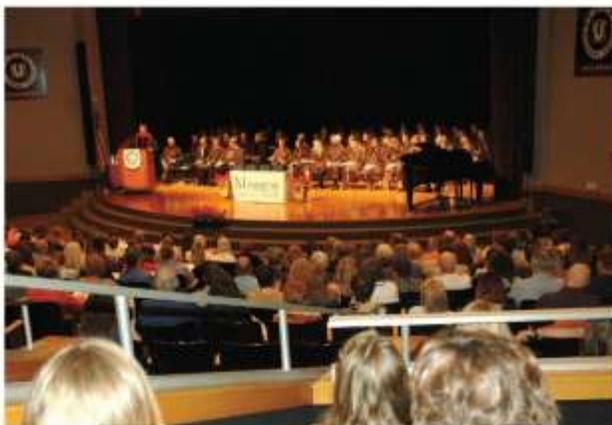


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# MANHATTAN CHRISTIAN COLLEGE

## *Academic Catalog*

### 2016-2017



Manhattan Christian College  
1415 Anderson Avenue  
Manhattan, Kansas 66502

[www.mccks.edu](http://www.mccks.edu)

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1415 Anderson Avenue • Manhattan, Kansas 66502-4081  
(785) 539-3571 • FAX (785) 539-0832 • [www.mccks.edu](http://www.mccks.edu)

#### ALMA MATER

We offer thee, Manhattan,  
Our pledge of loyalty,  
For Christ's eternal kingdom  
The finest we can be.  
Our college and our Master  
To serve courageously,  
Manhattan, Alma Mater,  
Hail, all hail to thee.

#### COLLEGE COLORS

Navy Blue and White

#### COLLEGE MASCOT

Thunder

#### STATEMENT

Manhattan Christian College is an Affirmative Action, Equal Opportunity Employer. Manhattan Christian College does not discriminate against persons seeking admission or employment on the basis of race, color, national or ethnic origin, age, gender, or physical disability (consistent with Section 702 of Title VII of the 1964 Civil Rights Act which deals with exemptions for religious convictions). Equal opportunity is afforded to all individuals in regard to college policies, consideration for financial assistance, and campus involvement.

Manhattan Christian College reserves the right to make changes in policy, regulations, and fees, as circumstances dictate, subsequent to publication. The provisions of this catalog are not to be considered an irrevocable contract between the student and the college. The catalog attempts to present information regarding admission policies and procedures, programs, curriculum, graduation requirements, and other academic policies in an accurate and timely fashion. Changes in programs, requirements, regulations, policies or procedures which are adopted through regular administrative procedures during the academic year may supersede provisions of this catalog and will be published through normal institutional channels including an updating the online version of the catalog. Students are expected to read and be aware of requirements as printed in the college catalog.

Last updated: 10.21.2016

# *MCC Academic Catalog*

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# MCC Calendar 2016 – 2017

## Fall Semester

LEAD "Iceman" Cohort begins classes.....	July 11, Monday
LEAD "Goose" Cohort begins classes.....	July 12, Tuesday
LEAD "Maverick" Cohort begins classes.....	July 18, Monday
LEAD "Jester" Cohort begins classes.....	July 19, Tuesday
Registration .....	August 19, Friday
Classes begin on-campus and online ("X" term) .....	August 22, Monday
Last day to add or drop a class without professor's signature .....	August 26, Friday
Labor Day recess .....	September 5, Monday
Last day to drop a class without transcript entry.....	September 16, Friday
Midterm Exams.....	October 3-7, Monday-Friday
Kerusso Dayz Community .....	October 3-7, Monday-Friday
Online "Y" term classes begin .....	October 24, Monday
Enrollment for spring semester begins .....	October 31, Monday
Last day to drop or change status (main campus) .....	November 11, Friday
Thanksgiving recess (main campus) .....	November 21-25, Monday-Friday
Semester Exams (main campus) .....	December 12-15, Monday-Thursday
Degree Conferral Date .....	December 30, 2016

## Spring Semester

LEAD "Iceman" Cohort begins classes.....	January 9, Monday
LEAD "Jester" & "Goose" Cohort begins classes.....	January 10, Tuesday
Registration and Orientation (main campus) .....	January 13, Friday
Martin Luther King, Jr. Holiday .....	January 16, Monday
Classes begin on-campus and online ("X" term) .....	January 17, Tuesday
Last day to add or drop a class without professor's signature .....	January 23, Monday
Last day to drop a class without transcript entry.....	February 13, Monday
Midterm Exams.....	March 13-17, Monday-Friday
Kerusso Dayz .....	March 20-26, Friday-Sunday
Spring Break .....	March 20-24, Monday-Friday
Online "Y" term classes begin.....	March 27, Monday
Good Friday Break (main campus) .....	April 14, Friday
Enrollment for summer term and fall semester begins.....	April 3, Monday
Last day to drop or change status (main campus) .....	April 7, Friday
Commencement .....	May 6, Saturday
Semester Exams .....	May 8-11, Monday-Thursday
Degree Conferral Date .....	May 25, 2017

## Summer Term

Classes Conducted .....	Variable terms from May 16 through July 26
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# Correspondence Directory

Direct questions or requests for information to the following:

General College Policy .....	Kevin Ingram President
Academic Affairs.....	Dr. Greg Delort Vice President for Academic Affairs
Admissions.....	Paul Wilson Director of Admissions
Alumni.....	Genae Denver Director of Alumni Relations
Athletics.....	Shawn Condra Director of Athletics
Board of Trustees .....	Jeff Creighton Chair
Business and Personnel Affairs .....	Lori Jo Stanfield Vice President for Business Affairs
Distance Education .....	Brody Bliss Director of Non-Traditional Campuses
Financial Aid and Scholarships .....	Lori Jo Stanfield Vice President for Business Affairs
Institutional Advancement.....	Jolene Rupe Director of Institutional Advancement
LEAD Degree Completion.....	Brody Bliss Director of Non-Traditional Campuses
Library Services .....	Mary Ann Buhler Director of Library Services
Student Activities, Campus Life, Housing .....	Ben Grogg Director of Student Development
Student Life .....	Dr. Rick Wright Vice President for Student Life
Transcripts and Academic Records .....	Eric Sanford Registrar

The administrative offices of the college are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Visitors are welcome to visit the campus throughout the year.

College Telephone: (785) 539-3571  
TOLL FREE: 1-877-246-4622

College FAX number: (785) 539-0832  
URL: <http://www.mccks.edu>

# General Information

## Who We Are

Manhattan Christian College was founded in 1927 as a four-year undergraduate institution of higher education. Originally named Kansas Bible College, it received its original charter from the State of Kansas in 1929 under the name Christian Workers University. The campus was purposefully located in the center of Manhattan, Kansas directly across the street from Kansas State Agricultural College, now Kansas State University. This proximity to a major university has provided students with unique educational opportunities as well as a combination of cultural, recreational, and evangelistic opportunities. In 1930 the name of the college changed to Manhattan Bible College. Under this name, the college was granted a charter by the Secretary of State of the State of Kansas on June 9, 1930. A certificate of Amendment to the Articles of Incorporation changing the name to Manhattan Christian College was legally certified by the Secretary of State on July 1, 1971.

Manhattan Christian College operates in the state of Kansas under the provisions of Kansas Statutes Annotated (KSA) 74-3250 (b) which references the previously granted approval to confer academic or honorary degrees given by the state board of education under the provisions of former KSA 17-6105. The college has operated as a not-for-profit corporation under the Internal Revenue Code, Section 501 (c) (3) since November 19, 1957. Seven presidents have led the college. The founder, Dr. Eugene Sanderson (1927), served for three years. He was succeeded by Dr. Thomas H. Johnson who served from 1930 until his death in 1952. O. Ray Burgess (1952) and Dr. Burton Thurston (1953-1955) followed in succession. Dr. Wilford F. Lown became president in 1955 and served for twenty-six years. In 1980 Dr. Lown initiated a planned transition of leadership at which time the board of trustees called Mr. Kenneth D. Cable as executive vice president – president elect. In 1981, Kenneth Cable became the sixth president of the college and served until his retirement in June 2005. In November 2005, the board of trustees called Kevin Ingram to become the seventh president of the college. He took office on July 1, 2006.

Distinctive programs of study include both single and dual-degrees as well as an adult degree completion program. The college offers single degree programs which lead to bachelor of arts or science degrees in Christian Ministry with emphasis and track options in **pastoral** ministry, **intercultural** studies, **children's** ministry, **counseling**, **chaplaincy**, **family** ministry, **spiritual formation**, **worship** ministry, **youth** ministry. A fourth-year residency program is available for students who apply and are accepted.

The Leadership Education for Adult Development (**LEAD**) **degree completion program** assists learners interested in biblical leadership or management and ethics to complete a college degree through the classroom setting for personal and career development. The Distance Education **degree completion program** assists learners interested in biblical leadership or management and ethics to complete a college degree through an online delivery method for personal and career development. MCC programs of study can be taken in conjunction with numerous programs at Kansas State University and Manhattan Area Technical College (MATC) resulting in **dual-degree programs** including accounting, agribusiness, computer science, elementary and secondary education, marketing, finance, family life and community service, social work, pre-nursing, and others. Students may opt to complete an associate of arts degrees. A **certificate of biblical literature** may be earned in one year of study in any delivery method.

The college is firmly committed to the mission of educating, equipping, and enriching men and women for leadership and service in the name of Christ through the various degrees and certificates offered. Accepting that the biblical principle of the "priesthood of all believers" is more than a paid clergy, the college fosters a very broad view of what a ministry entails. Any student in a degree

program has the opportunity to render ministry in a variety of contexts and diverse fields as a result of the academic programming and experiences received while at the college.

MCC is historically affiliated with nondenominational, independent Christian Churches and Churches of Christ of the Restoration Movement.

## Historical Timeline

- 1927 Dr. Eugene C. Sanderson purchases the property and begins Christian Workers University
- 1928 Dr. T. H. Johnson becomes second president Christian Workers University becomes The Kansas Bible College
- 1929 Jolliffe Hall construction completed
- 1930 The Kansas Bible College becomes Manhattan Bible College
- 1949 Received accreditation from the Accrediting Association of Bible Colleges (AABC)
- 1952 Mr. O. Ray Burgess becomes third president
- 1953 Dr. Burton B. Thurston becomes fourth president
- 1955 Dr. W. F. Lown becomes fifth president
- 1962 Charter member of the Midwest Christian College Conference (athletics)
- 1964 Johnson Hall is constructed as the first residence hall
- 1968 Dual-degree program with Kansas State University begins
- 1971 Manhattan Bible College becomes Manhattan Christian College
- 1973 Koinonia Campus Center is constructed
- 1974 Triumphant Sound and Inspiration Ringers are formed and MABICO Singers becomes Celebration Singers
- 1976 Sanderson Hall is purchased as a residence hall
- 1978 **First Woman's World convention hosted by MCC Women**
- 1981 Mr. Kenneth Cable becomes sixth president
- 1982 Campus Center is renovated, enlarged, and renamed Coffin Memorial Campus Center
- 1986 J. Donald Coffin Memorial Hall completed as administration/classroom building
- 1991 NBCAA (National Bible College Athletic Association) National Champions - **Men's Soccer**
- 1992 NBCAA Division I National Champions - **Women's Volleyball**
- 1993 **Kenoyer Hall constructed as a women's residence hall**  
NBCAA Division I National Champions - **Women's Volleyball**
- 1994 Adult degree completion program (LEAD) begins  
Joined the National Christian College Athletic Association
- 1995 Sanderson Hall closed as a residence hall
- 1996 NCCAA Division IIA National Champions - **Men's Basketball**
- 1998 Candidacy status with North Central Association of Colleges and Schools (NCA)
- 2000 Received accreditation with North Central Association of Colleges and Schools (NCA)  
Facilities Management Building completed
- 2001 Dedication of Heritage Court
- 2002 75<sup>th</sup> Anniversary Year
- 2005 NCCAA Division II National Champions - Men's Soccer
- 2006 Mr. Kevin Ingram becomes seventh president
- 2007 Reaffirmation of accreditation from Association for Biblical Higher Education (ABHE)  
NCCAA Division II National Champions - **Men's Soccer**
- 2008 NCCAA Division II National Champions - **Men's Soccer**
- 2009 Jolliffe Hall Dedication following major renovation project to house chapel, library, and classrooms  
Online distance education degree completion program approved by HLC and ABHE  
NCCAA Division II National Champions - **Women's Soccer**
- 2010 2,000<sup>th</sup> Degree Granted  
NCCAA Division II National Champions - **Women's Soccer**
- 2013 Reaffirmation of accreditation from the Higher Learning Commission (NCA)

## Location

Manhattan, Kansas, is a community that provides its approximately 50,000 residents cultural and educational opportunities unavailable in most communities its size, yet it has a wholesome life-style not found in larger cities. Kansas State University, a well-respected collegiate institution, is across the street from MCC. Airline and bus connections to all parts of the world, modern medical facilities, and numerous shopping areas are available within walking and short-driving distances. Several large reservoirs are located within a few miles of the city and provide many opportunities for outdoor recreation.

## What We Believe

Manhattan Christian College pleads for the unity of all believers on the common ground of commitment and obedience to the lordship of Christ. Believing that creeds of men, however correct, perpetuate sectarianism and create division within the church when made tests of fellowship, we have no creed except faith in Jesus as the Christ, God's Son and humankind's Savior. It is our desire to call all people of all nations to faith and obedience to Him as revealed in scripture. When asked, "What do you believe?", it is tempting to hand one the Bible and suggest, "This is what we believe." However, for those not familiar with Manhattan Christian College, it may be helpful to identify foundational doctrines taught in our classes based on our understanding of the Scriptures.

1. We believe that there is one God, creator of the universe, eternally existing in three persons, Father, Son, and Holy Spirit, and that we are called to live to the praise of His glory.
2. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe the only terms of salvation that we may proclaim are those expressed in the New Testament: faith, repentance, confession of faith in Jesus Christ, and baptism by immersion in water for the remission of past sins and for the promised presence of the Holy Spirit.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ's Great Commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

## Our Calling

To live to the praise of His glory.

## Our Mission

To educate, equip, and enrich Christian leaders.

## Our Vision

Every student and graduate will be prepared and motivated to penetrate the world with the gospel of Christ regardless of chosen profession.

## Our Core Values

Manhattan Christian College is a private institution of higher education, committed to the Christian mission of winning the world to Christ. With the conviction that every member of the body of Christ is a minister, the college seeks to foster in all students a world-wide vision of the mission of the church: preparing them to be servant leaders as Christ modeled and challenged us all to become, providing opportunities for spiritual growth toward Christian maturity, and promoting the Restoration Movement ideal of becoming Christ's church as revealed in the New Testament. Thus, our institutional core values are:

### Lordship of Christ

All believers should live a life devoted to Jesus Christ, God's Son and our Lord and Savior that reflects Christ-like character and conduct.

### Excellence

As servants of Jesus Christ we must strive for excellence in ministry and life.

### **Applying God's Word**

The inspired Word of God should be normative for faith and practice with effective exegesis used to rightly apply God's Word to our daily lives.

### **Discipleship**

In fulfillment of the Great Commission, all believers, regardless of chosen profession, are included in God's plan to make disciples of all nations.

### **Evangelism**

Christians are commanded to penetrate the world with the Gospel of Jesus Christ and call all to a saving relationship with Him.

### **Relationships**

A Christian must have a high value placed on personal relationships built on God's love, truth, and grace.

### **Stewardship**

All believers are purely stewards of the time, talent, and treasure given to them by God.

### **Heart for learning**

A heart for learning and personal growth is important to sustain a lifetime of service and commitment for Christ.

### **Integrity**

Christian leaders should live lives of integrity in public and private.

### **Prayer**

Practicing a life of prayer and worship is vital to live a life of service to Christ.

## **Our Institutional Objectives**

Every Manhattan Christian College graduate will:

1. Understand and apply Scripture responsibly.
2. Think critically with the ability to evaluate, problem-solve, and plan.
3. Communicate effectively.
4. Develop a cultural awareness that promotes influence from a biblical worldview in different cultures.
5. Recognize personal leadership skills and abilities.
6. Demonstrate Christ-like character and conduct in all aspects of life.
7. Develop skills and attitudes necessary for lifelong learning.

## **Our Philosophy of Education**

We believe that all people are learners. A fundamental element of human nature is the process of adapting to new experiences in such a way as to improve the condition of self and others. With this in mind, we believe that learning is a perpetual circumstance whether it is pursued intentionally or occurs unintentionally.

We believe education is holistic. Effective education includes the cognitive, affective, behavioral, and spiritual domains of a person. It is important for the learner to experience opportunities in each of these areas consistently.

We believe that although all people learn, individual learners are unique. People can engage different learning styles as a general way of processing data. People also can adapt to and utilize different styles based on the unique conditions of learning experiences. As a result, we believe that educators must be sensitive to some uniqueness while teaching in a general context.

We believe education can be conducted through a variety of means. People are able to learn in a classroom setting, through practical field experiences, and through distance learning platforms, among many other means of education.

We believe educators are responsible to establish relevant learning outcomes for those who participate in their educational experiences. It is important for educators to assess how effectively these outcomes are being achieved in order to improve and enhance the effectiveness of their work in the future.

## Our Educational Apologetic

Educational philosophies are established in terms of three major ideas: (a) What is the nature of man? (b) What is the nature of the universe? (c) What is the nature and function of society? These questions may be phrased in different ways, but their essential substance is always present when people seek to set down an educational apologetic. The educational apologetic subscribed to by Manhattan Christian College is as follows:

The institution is committed to the faith that God has revealed Himself fully and finally in the Hebrew-Christian scriptures, with the culmination of that revelation expressed through Jesus Christ in the New Testament. In Christ and His message the truth about the nature of man, society, and the universe is made manifest.

What and who is humanity? Created in the image of God, but rebellious against the will of God for his life, man is in need of that kind of redemption which will restore fellowship with the Creator and answer the question of his nature and identity. With the Bible at the center of its curricular program, MCC answers the cry of every person for an adequate sense of self-identity, with the invitation to become children of God through Jesus Christ. Secular education in the United States cannot give this answer.

What is society? Society is a functioning group of human beings working together in the pursuit of their major corporate interest, self-maintenance, self-perpetuation or continuity, and order in associational relationships. The college subscribes to the belief that the identity and value of the individual as revealed in Jesus Christ constitutes the fundamental basis upon which the social organization and order are established. The political system known as the democratic process is the most adequate system for the operation of free men; but this system is undergirded by the concept of humanity and society as seen in the Christian scriptures. A philosophy of education most suited to the needs of man and society is not complete, therefore, without the content of scriptural truth incorporated into the educational program.

What is the nature of the universe? Modern educators are concerned with the necessity of providing an adequate worldview for those who are being educated. Manhattan Christian College holds the view that the total universe is the result of the creative power of God. God is the giver and sustainer of its order and His revelation of Himself in Christ and the scriptures are in harmony with all the truth which may be discovered about the universe. Furthermore, it is held that an adequate worldview cannot be achieved apart from an inclusion of both creation and revelation.

## Programs

Established in 1927 as a part of the Bible college movement, Manhattan Christian College offers undergraduate degree programs with a curriculum centered on the Bible as the Word of God. General education develops an understanding of self and others, communication skills, critical and creative thinking, and cultural awareness thereby establishing an integrated Christian world view. The majority of the college's specialized majors prepare people for professional, church-related leadership, and service. In cooperation with Kansas State University and Manhattan Area Technical College, our degree programs enable people to utilize other careers to meet the needs of people around the

world. Programs are also organized to provide continuing education for church leaders and appropriate services and resources for churches and Christian groups.

## Accreditation and Academic Standing

**North Central Association of Colleges and Schools (HLC-NCA)**—Manhattan Christian College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Initial accreditation was received in 2000 and was reaffirmed in 2013.

*North Central Association of Colleges and Schools  
The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
Telephone: (800) 621-7440  
[www.ncahlc.org](http://www.ncahlc.org)*

**Association for Biblical Higher Education (ABHE)**—Manhattan Christian College was initially accredited in 1948 and was reaffirmed for accreditation in 2007 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education. Further ABHE is recognized by the Department of Justice, Veterans Administration, and other relevant federal agencies.

*Association for Biblical Higher Education  
5850 TG Lee Blvd., Suite 130  
Orlando, FL 32822  
Telephone: (407) 207-0808  
[www.abhe.org](http://www.abhe.org)*

Students who have a complaint against the college may contact in writing or call HLC-NCA or ABHE.

**Transfer Credit Practices of Designated Educational Institutions**, published by the American Association of Collegiate Registrars and Admissions Officers, indicates a general acceptance of MCC credits, for the transfer of courses that are substantially equivalent. Manhattan Christian College is empowered by the State of Kansas to “confer such scholastic degrees or certificates of graduation as are usually conferred by Institutions of Higher Learning.”

The Kansas Veterans Commission has approved the college for the training of veterans under Public Law 550, 82nd Congress. The college is authorized under federal law to enroll non-immigrant alien students.

Students at Manhattan Christian College are eligible for Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan Program, Stafford Loan Program, and the College Work Study Program under the U.S. Department of Education.

# Admissions Information

The mission of Manhattan Christian College is to educate, equip, and enrich Christians to be leaders, therefore admission to Manhattan Christian College is qualified by academics, leadership references, and religious orientation. No qualified student will be denied admission to the college based on race, sex, national origin, personal disability or age.

## Admission Requirements

Early application for admission is advantageous both to the student and to the college. Students who intend to enroll in Manhattan Christian College should take the following steps to ensure prompt action on their applications.

1. Submit a completed application form. Applications are available by contacting the Admissions office or can be completed online from the Future Students section of the college website.

2. Request official transcript(s) be sent to MCC as specified:

**New Freshmen**, high school graduates with no earned college credits since the summer after high school graduation, must have your high school send the college an official transcript showing at least six semesters' work, and a final transcript for proof of graduation.

**General Education Development (GED) Recipients** must have the state GED office send the college an official transcript showing scores for completion of the GED exam.

**Transfer Students**, including those students applying to the traditional, LEAD, or Online programs, must have official transcript(s) sent to MCC of all college work done elsewhere. The official transcript should indicate the status of the student with the college most recently attended. Transcripts "issued to student" are not official.

3. Distribute the two personal reference forms and ask for them to be returned to the Admissions office. These references can be completed online or by using the printable versions of the forms found on the college's website.

4. Include the non-refundable application fee.

After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken. Other application requirements include:

**New Freshmen** should take the ACT or SAT test and have the results sent to the college. Manhattan Christian College's ACT code is 1436 and SAT code is 6392. Students who do not have a high school cumulative GPA of 2.5 or a minimum of 18 ACT (840 SAT) score may be admitted to MCC on a probationary basis. See "Special Student Status" below. If the student has not taken the ACT or SAT prior to enrolling at MCC, the following may apply: (1) The student will take the exam during the first semester of attendance; (2) The student may be accepted on a provisional basis until the exam has been taken and the results received by the college. Students admitted on a provisional basis cannot receive federal financial aid; (3) If the student fails to take the ACT or SAT, the student may not be allowed to enroll the following semester.

**General Education Development (GED) Recipients** who are under 25 years of age should take the ACT or SAT test and have the results sent to the college. Manhattan Christian College's ACT code is 1436 and SAT code is 6392. Students who do not have a minimum of 18

ACT (840 SAT) score may be admitted to MCC on a probationary basis. See "Special Student Status" below.

**Transfer Students** who have been academically dismissed or are on probation from another institution or have less than a 2.0 cumulative GPA may be admitted on academic probation at MCC for the first semester of enrollment. See "Special Student Status" below. Degree completion students (LEAD and distance learning) must have completed 40 or more transferable semester credits from accredited colleges, post-secondary institutions, or military service. Degree completion students may be granted provisional admittance. Those applicants not meeting admission requirements will be informed of any deficiency in course work or other requirements, and a program to fulfill these requirements will be developed and mutually agreed upon. Failure to complete the admissions requirements by the end of the first semester of study may cause the student to be administratively dropped from the program with no financial reimbursement. All official documents must be received by the admissions office before a student can be fully admitted. Federal financial aid is awarded only to "fully admitted" students.

## Admission of Part-Time Non-Degree Students

An abbreviated admissions process is available to a person who enrolls in 6 or fewer credits hours per semester as a non-degree seeking student. The part-time non-degree student should take the following steps for admission:

1. Submit a completed application form. Applications are available by contacting the Admissions office or can be completed online from the Future Students section of the college website.
2. Include the non-refundable application fee.
3. Part-time F-1 students must provide proof of English language competency through TOEFL scores, passing grades in an approved English language program (ELP), or passing grades in freshmen-level composition course(s).

If the part-time non-degree student desires to seek a degree, or enrolls in more than 6 credit hours, the student must complete the regular admission requirements as stated above. After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken.

## Admission of International Students

It is important that all of the following be received in this office **before** any action can be taken on your admission. No I-20 form will be issued until all items are in our office and you have been officially admitted to the college by the Admissions Committee.

1. Complete an International Student application. Be sure to complete both sides of the form. Make sure the application is signed and indicate an intended field of study. This is required to receive an I-20.
2. Make sure to write (**do not type**) a brief letter to accompany the application. This letter should state the reason for desiring to attend MCC, vocational aim, and personal relationship with Jesus Christ.
3. Enclose two (2) reference forms (included with application) from individuals other than relatives. We prefer these to include one from a church leader and one from a school teacher if possible.
4. Include the non-refundable application fee of \$25 (U.S. dollars).
5. Provide official translated copies of your entire secondary and post secondary school records. If you have attended any college or university in the United States, *final* transcripts from these

colleges must also be ordered by you and be sent from the Registrar's Office directly to: Admissions, Manhattan Christian College, 1415 Anderson Ave., Manhattan, KS 66502. Transfer credit may be awarded for university level studies completed abroad, based on official records and transcripts submitted with your application. This credit is evaluated on an individual basis. Course syllabi, course descriptions, and test results may be required to facilitate the evaluation. You should bring these documents with you. Evaluation may be delayed until after you enroll. Final determination of the amount of academic credit will not be made until after you are admitted to the university.

6. The Test of English as a Foreign Language (TOEFL) should be taken. A minimum score of 550 on the written test or a 213 on the computer TOEFL is required for admission. Proficiency may also be determined by passing a full academic year of college level freshman English with a grade of "C" or better at an accredited institution of higher learning in the United States. Arrangements to take the TOEFL may be made by contacting the following:

*TOEFL, Educational Testing Service*

*PO Box 6155*

*Princeton, NJ 08541-6155*

*Phone: 609-771-7100*

*Website: [www.toefl.org](http://www.toefl.org)*

7. Students who demonstrate difficulty with either written or spoken English may be required to participate in an English Language program to strengthen necessary skills. The purpose of this is to ensure adequate proficiency to learn in an English-speaking classroom.
8. Complete an Affidavit of Financial Sponsorship. This special form must be dated within one year of applicants anticipated entry into the college. *Students may not sponsor themselves or other students.* Students will need sponsorship for the entire school year in the amount of \$30,636.00 (U.S. dollars)\*. **Unfortunately, MCC does not have financial assistance funds available for international students. MCC does not accept certificates of balance as a substitute for the signed bank portion of the affidavit.** If your bank is unable or unwilling to sign the form, the bank must submit a letter to the Admissions Office stating its policy. (\*Subject to change without notice, see Admissions section of the website for current information)

Documents should be submitted in time to allow for required analysis and review and to ensure that the college can provide the student with necessary information and immigration documentation (I-20) to meet the semester starting dates and provide adequate time for students to complete the necessary travel arrangements. Application deadlines change each semester, please see MCC's website or contact the college for more information.

**Health Insurance.** Manhattan Christian College requires all students to have health insurance. Health care in the United States is extremely expensive. MCC also recommends that any dependents also be covered by health insurance. If insurance is not supplied by a sponsor or agency, you can purchase it upon arrival.

## Readmission Process

Any student who has had a lapse in attendance of at least one semester will be classified as a readmitted student. After the lapse in attendance, students will need to reapply and be readmitted before taking further courses at the college. There is no readmission application fee. Students desiring to be readmitted should complete the following:

1. Submit a completed "Returning Student Application" form.
2. Distribute the two personal reference forms and have them returned to the Admissions office.
3. Submit all college transcripts from college(s) attended after leaving MCC.
4. Student must have no financial indebtedness with MCC and/or other colleges attended.

5. Students who have been dismissed for academic or disciplinary reasons must contact the Admissions office for current readmittance procedures.

The Admissions office has the responsibility or right to deny admission to a student for just cause. After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken.

## Special Student Status

Any student who does not have at least a 2.5 cumulative GPA or does not have a composite score of 18 or above on the ACT (840 on the SAT) (combined math + verbal scores) *may be* admitted on a probationary basis as a "special student." This status has the following implications:

1. The student may be limited to 12 hours during the first semester.
2. After the fifth week of the first semester, the student will meet with his or her advisor to evaluate the student's class work. If satisfactory work is not evident, the advisor may recommend a reduction in course load.
3. The student will not be permitted to participate in any extracurricular activities, music ensembles, join a varsity athletic team, or hold a student government position.
4. The student must enroll in ORN 010 Study Seminar until a 2.0 grade-point average is attained.
5. The student must maintain at least a 2.0 grade-point average for the first semester to achieve regular student status. If the student does not achieve a 2.0 GPA, they will be dismissed.

## Fraudulent Applications

Individuals who withhold or provide fraudulent information on the application for admission or readmission are subject to immediate dismissal from the college. The decision for immediate dismissal from the college will be made by the Administrative Council. This decision will be made after a complete and thorough review of the situation and in an individual conference with the student involved. The individual dismissed has the right to appeal the decision to the Admissions Committee, whose decision will be final.

# Financial Information

Each degree seeking student at Manhattan Christian College is assigned a financial counselor who serves as a contact for any student specific question relating to student charges, payments, or billing. For general information regarding costs and payment options, contact Financial and Administrative Services, 1415 Anderson Avenue, Manhattan Kansas. The phone number is 785-539-3571. Fax submittals may be sent through 785-539-0832.

## CHARGES – TRADITIONAL PROGRAM

**Tuition.** Tuition is charged at a flat rate for 12 through 18 hours per semester. If enrolled in less than 12 hours, tuition is charged at a per credit hour rate. Credit hours above 18 are also charged at a per credit hour rate. Students not seeking a degree at MCC who would like to take courses for credit may take up to six hours of coursework each semester at a reduced rate. There is a lifetime maximum of 18 hours that may be taken at this reduced rate.

**Mandatory Fees.** Degree seeking students are charged a Student Council Fee each semester. This fee underwrites student sponsored programming. A yearbook fee is assessed annually during the first semester of the academic year in which a student is enrolled. A technology fee of \$10 per credit hour, with a maximum fee of \$120 is also assessed each semester.

**Course Fees.** Some courses require an additional fee. See the line schedule for specific information.

**Parking Fees.** Permits are required if parking on the MCC campus. On campus parking is limited and permits are sold on a first come, first served basis. Permits may be requested at pre-enrollment each semester or by contacting Financial & Administrative Services.

**Housing and Dining.** Meal plans are required for all students living in MCC residence halls. Students may choose between a 10 and 15 meal plan at pre-enrollment each semester. At closing of the official registration date for each semester, meal options may not be changed.

**Health Service Fees.** MCC students have access to Lafene Health Center at KSU. There is a semester charge for access. Students should notify their financial counselor for enrollment information.

**Late Enrollment/Deferred Payment Fees.** A late enrollment fee is assessed when students have not completed the enrollment process by the end of the first day of class each semester. To complete enrollment, a student must have enrolled in classes and made payment arrangements. The student's academic advisor is available to assist with course enrollment. The student's financial counselor is available to assist with payment arrangements. Students participating in a deferred payment plan will be assessed a deferred payment fee.

**Kansas State University.** Students with dual enrollment at KSU and MCC will have student bills at both institutions and should expect to pay both institutions directly. MCC students may delay paying KSU charges through one billing cycle by requesting such a delay through their MCC financial counselor. The request must be made no later than the last day of the prior semester.

## CHARGES – DEGREE COMPLETION PROGRAMS

**Tuition.** Tuition is calculated according to the number of credit hours in which a student enrolls.

**Mandatory Fees.** A technology fee of \$10 per credit hour, with a maximum fee of \$120 is assessed each semester.

**Course Fees.** Some courses require an additional fee. See the line schedule for specific information.

## TUITION & FEE SCHEDULE FOR THE 2016-2017 ACADEMIC YEAR (Per Semester)

TRADITIONAL PROGRAM:	
Full time Tuition (12-18 hours)	\$ 7,248
1 - 11 hours (per credit hour)	\$ 604
over 18 hours (per credit hour)	\$ 604
Technology fee (per credit hour up to 12 credit hours)	\$ 10
Yearbook (one semester charge for degree seeking students)	\$ 50
Student Council Fee	\$ 100
Audit (per course)	\$ 125
Part time/non degree (per hour)	\$ 275
Housing/Dining (10 meal)	\$ 3,851
Housing/Dining (15 meal)	\$ 4,261
Security Deposit	\$ 125
Intersession Courses (per credit hour)	\$ 604
DEGREE COMPLETION PROGRAM:	
LEAD tuition (per credit hour)	\$425
BRIDGE COURSES (per credit hour)	\$ 425
Online Courses (per credit hour)	\$ 425
Technology Fee (per credit hour up to 12 credit hours)	\$10
OPTIONAL & USER FEES:	
Application Fee	\$ 25
Late Enrollment Fee	\$ 125
Deferred Payment Fee (per semester)	\$ 65
Parking (per semester)	\$ 35
CPL fee (per credit hour requested)	\$ 125

The college reserves the right to adjust pricing at any time without prior notice

### CHARGES – MISCELLANEOUS

**Returned Checks/Denied electronic payments.** A charge equal to the amount of the bank's NSF charge plus \$35 will be assessed for each transaction. Students with multiple returned checks or denied electronic payments may be required to make cash payments.

**Collection Costs:** Balances outstanding at the end of the semester after which a student is no longer enrolled will begin accruing interest at the annual rate of 15%. Accounts with outstanding balances 60 days after the student is no longer enrolled may be assigned to a collection agency. All charges associated with the collection of the overdue account are the responsibility of the student.

## TERMS OF PAYMENT

Full payment of a student account is due by the end of the first day of classes. MCC accepts payment in the form of cash, check, money order, or credit/debit card. On-line credit card payments may be made from MCC's web site, [www.mccks.edu](http://www.mccks.edu). From the home page, look for the phrase "Student Services" near the bottom of the page. Clicking on the phrase "One Time Payment" will forward you to a secure website where you may enter your payment information.

In lieu of full payment, enrollment in MCC's deferred payment plan is acceptable. Enrollment in the payment plan is completed on-line from MCC's web site, [www.mccks.edu](http://www.mccks.edu). From the home page, look for the phrase "Student Services" near the bottom of the page. Clicking on the phrase "Payment Plan" will forward you to a secure website where you may set up your payment information.

Documentation showing that aid from outside sources, such as the Department of Education's Title IV programs or benefits through Veteran's Affairs, will cover the full cost of attendance is considered to be payment in full. For information regarding Title IV or Veteran's benefits, students are encouraged to visit with their financial counselor.

Continuation of course work, including enrollment for future semesters, availability of official transcripts, and graduation are contingent upon full and timely payment of all monies due MCC.

The amount due on a student account may fluctuate throughout the course of a semester due to course additions or withdrawals, outside scholarships, and other student initiated adjustments. A student may always view a current account balance using the MyMCC link from the College's web site.

## REFUND POLICY

Various ongoing expenses such as employee salaries and the purchase of materials and equipment are incurred each year in response to a student's decision to attend Manhattan Christian College.

**Traditional Program.** Refunds of tuition and housing/dining charges are made based upon the following schedule in case of withdrawal from a specific course or from the institution:

- On or before the first day of class: 100%
- 1-10% of the semester completed: 90%
- 11-25% of the semester completed: 75%
- 26-50% of the semester completed: 50%
- 51-60% of the semester completed: 25%

Refunds are not available after the first day of classes for short term programs, including but not limited to intersessions and directed studies. Books and other fees are non-refundable.

**MCC Online (Distance Education)** course refund: The typical MCC Online course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is:

- On or before the first day of class: 100%
- First week of the course (days 2-7): 75%
- Second week of the course (days 8-14): 40%
- 15th day and beyond: 0%

**MCC LEAD course refund:** The typical LEAD course duration is 5 weeks. The course refund policy is:

- On or before the first day of class: 100%
- First week of the course (days 2-7): 75%
- Second week of the course (days 8-14): 40%
- 15th day and beyond: 0%

Refund checks will not be issued if the refund is less than \$1.00 when the credit was a result of Title IV funds. Refund checks will not be issued for credit balances \$5.00 or less if the credit is a result of any other funds.

Any withdrawal from a course or the institution may have an impact on a student's federal aid or institutional scholarships. Students should always communicate with their financial counselor before initiating withdrawal paperwork. Students must request and complete the necessary paperwork to withdraw from a course prior to 5:00 p.m. central time of the deadline.

#### **Return of Federal Financial Aid (Title IV) Funds.**

Students receiving federal financial aid (excluding federal workstudy money) who withdraw from the institution during the first 60% of a semester are subject to the federal "Return of Title IV Funds" calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Student accounts are credited with 100% of a semester's aid after enrolling in at least six hours of degree seeking course work. (For modular programs, 100% of aid is credited upon verification of attendance in at least six hours of degree seeking course work.) Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Plus Loans
- Federal Perkins Loans
- Federal PELL Grant
- Federal SEOG Grant
- Other federal, state, private, or MCC assistance programs

PELL grants may also be adjusted when courses are dropped within a semester, resulting in a balance due to MCC.

The refund of tuition is calculated by the MCC refund policy and is a process separate from the federal "return of funds" calculation. It is possible that a student could owe money to MCC and/or the federal government after both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, students are strongly advised to visit with their financial counselor before initiating the withdrawal process. The date used to calculate a refund and any required return of funds will be the student's withdrawal date as described under *Withdrawal Procedures* in the *Academic Information* section of the MCC catalog. In the event of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student's last documented date of attendance.

## FINANCIAL ASSISTANCE PROGRAMS

Assistance in paying for College is available in a variety of forms.

### MCC Scholarships

Offered to students who have applied, been admitted, and are seeking a degree from Manhattan Christian College. The student's application for admission and acceptance to the college will initiate the scholarship awarding process. To receive an MCC scholarship, students must be seeking an MCC degree, making satisfactory progress toward an MCC degree, and be enrolled full time. MCC scholarships may be applied only to MCC tuition and MCC housing/dining charges. For additional information regarding MCC Scholarships, refer to the Consumer Information link on the college's website or contact your financial counselor.

We would like to acknowledge and give our appreciation to everyone who makes MCC scholarship funds available. Current endowed scholarships at Manhattan Christian are:

ALEXANDER BALIESTRIERI CHRISTIAN  
WOMEN'S TEACHING SCHOLARSHIP  
ALUMNI ENDOWED SCHOLARSHIP  
ANDERSON [FRANK] MEM SCHOLARSHIP  
ARNOLD MEMORIAL SCHOLARSHIP ARP  
[ELMER & MARJORIE] ENDOWED  
SCHOLARSHIP FUND  
ATEN (W. FRANK & MAXINE) MEMORIAL  
SCHOLARSHIP  
BAIRD [TENNIE MAE] SCHOLARSHIP  
BARTLETT [LUCY BLAKER] SCHOLARSHIP  
BERGER [DELORES ARLENE] SCHOLARSHIP  
FUND  
BENDER (ANNA) SCHOLARSHIP  
MCC BOARD OF TRUSTEES SCHOLARSHIP  
FUND  
BERTRAND [RUTH] MEMORIAL SCHOLARSHIP  
BRADSHAW [LEETTA] MEMORIAL  
SCHOLARSHIP  
BRITTON MEMORIAL SCHOLARSHIP  
BURTON [PAT] MEMORIAL SCHOLARSHIP  
FUND  
CABLE [KENNETH & PHYLLIS] ENDOWED  
SCHOLARSHIP FUND  
CAMP TEAM MEMORIAL SCHOLARSHIP  
CARTER MEMORIAL SCHOLARSHIP  
COATNEY [RUSSELL] MEMORIAL  
SCHOLARSHIP  
COLE MEMORIAL SCHOLARSHIP  
CONGROVE [ERNEST & LEONA]  
SCHOLARSHIP  
COOKE [J.OLIN] ENDOWED SCHOLARSHIP  
COREY [HARRY] ENDOWED SCHOLARSHIP  
CROSS CULTURAL MINISTRY ENDOWED  
SCHOLARSHIP  
DITTEMORE MEMORIAL SCHOLARSHIP  
DUKE [J.M.] MEMORIAL SCHOLARSHIP  
EGGLETON ENDOWED SCHOLARSHIP  
DRIFTWOOD ENRICHMENT SCHOLARSHIP

FREEBY (LOREN) MEMORIAL SCHOLARSHIP  
FRENCH [THADDEUS & ELLA] SCHOLARSHIP  
GOODEN [CLARA] MEM. SCHOLARSHIP  
GRAHAM MEMORIAL SCHOLARSHIP  
GREENLEE ENDOWED SCHOLARSHIP  
HANNAH [LLOYD] MEMORIAL SCHOLARSHIP  
HANZLICK MEMORIAL SCHOLARSHIP  
HENRICKSON [TOLIFF] SCHOLARSHIP  
HINKLE [THOMAS E.] SCHOLARSHIP  
HUTCHESON (LEONE) MEMORIAL  
SCHOLARSHIP FUND  
HOY (BILL & MAXINE) SCHOLARSHIP  
JELLISON MEMORIAL SCHOLARSHIP  
JOHNSON (T.H.) MEMORIAL PREACHING  
SCHOLARSHIP  
JOHNSON [J.HAROLD]ENDOWED  
SCHOLARSHIP  
JOHNSON [PEARL E] MEMORIAL  
SCHOLARSHIP  
JOLLY SCHOLARSHIP  
JORDAN MEMORIAL SCHOLARSHIP  
KELLEY MEMORIAL SCHOLARSHIP  
KERN (NICK & TERRI) SCHOLARSHIP  
KNEDLIK ENDOWED SCHOLARSHIP  
KARNS [C. FRANKLIN] ENDOWED  
SCHOLARSHIP  
KURTZ ENDOWED SCHOLARSHIP  
KVASNICA ENDOWED SCHOLARSHIP  
L.E.A.D. MEMORIAL SCHOLARSHIP LAMP  
ENDOWED SCHOLARSHIP  
LEACH ENDOWED SCHOLARSHIP  
LOSH MEMORIAL SCHOLARSHIP  
LOWN MEMORIAL SCHOLARSHIP  
M.C.C. ENDOWED SCHOLARSHIP  
MESSERLY [DONALD & CAROL] ENDOWED  
SCHOLARSHIP  
MATHIS/FALEN ENDOWED SCHOLARSHIP  
MEANS ENDOWED SCHOLARSHIP  
MENDENHALL [ELIZABETH] SCHOLARSHIP

MENDENHALL MEMORIAL SCHOLARSHIP  
MILLS MEMORIAL SCHOLARSHIP  
MOYER/LOWN ENDOWED SCHOLARSHIP  
MOONEY MEMORIAL SCHOLARSHIP  
MYERS (WILMA K.) ENDOWED SCHOLARSHIP  
PALICH (GEORGE & WANDA) ENDOWED  
SCHOLARSHIP  
PITTMAN [LEONARD] MEMORIAL  
SCHOLARSHIP  
PALMER (ERNEST & RUBY) STUDENT  
SCHOLARSHIP FUND  
PHELPS [DOROTHY] MEM SCHOLARSHIP  
PRIEFERT [JOAN] MEM. SCHOLARSHIP  
PROCHASKA MEM. SCHOLARSHIP  
PUTMAN (ETHEL) ENDOWED SCHOLARSHIP  
RHODUS [GROVER T. & ELAINE R] ENDOWED  
SCHOLARSHIP FUND  
RITTER [ARCHIE] MEM. SCHOLARSHIP  
ROBINSON (MABEL A) MEM. SCHOLARSHIP  
RUSS (JOHN)ENDOWED SCHOLARSHIP

SAGER (FRANK)MEMORIAL SCHOLARSHIP  
SENECA CHURCH ENDOWED SCHOLARSHIP  
SLEFFEL ]CALE & SARAH] SCHOLARSHIP  
SEVERNS [JAMES,WILMER & J.]SCHOLARSHIP  
SEVERNS [ROSS & IRMA] SCHOLARSHIP  
SEXTON ENDOWED SCHOLARSHIP  
SHATTUCK (BILL) MEMORIAL SCHOLARSHIP  
SPRECKER SCHOLARSHIP  
STANFIELD MEMORIAL SCHOLARSHIP  
STRATTON ENDOWED SCHOLARSHIP  
STUCKEY ENDOWED SCHOLARSHIP  
VanBUREN ENDOWED SCHOLARSHIP  
VOSS [NORMAN & DOROTHY] ENDOWED  
SCHOLARSHIP FUND  
WEARS [Ellis T] ENDOWED SCHOLARSHIP  
WILSON [C.S.] ENDOWED SCHOLARSHIP  
WILSON ENDOWED SCHOLARSHIP  
WOMAN'S WORLD DISTINGUISHED  
SCHOLARSHIP

## Other Aid Programs

**Kansas Comprehensive Grants.** Awards from this source are up to \$1750 per semester. To be considered for this need based grant, students must indicate Kansas as their state of residency on the Free Application for Federal Student Aid (FAFSA). Students must also file the FAFSA in sufficient time for the federal processor to receive it by April 1 of each year. Other criteria for this award include full time tuition charges at MCC and a minimum cumulative 2.0 grade point average. This award is limited to four years.

**Kansas State Scholar.** Kansas State Scholars must indicate on the FAFSA that it should be released to the State. A state aid application must also be completed and submitted with the required fee to the Kansas Board of Regents each year by the deadline for new and renewal scholars. High school counselors who work with Kansas State Scholars will be able to furnish instructions for this process to potential State Scholars. Renewal scholars may contact their financial counselor at MCC for applications and instructions each year. The award is limited to four years.

**Veterans Administration.** Various forms of financial assistance for education are available under the new GI Bill and other VA programs. Veterans and, in certain circumstances, their dependents, should call 1-800-442-4551 or 1-888-GIBILL1 to initiate the process.

**Military Active Duty.** TA benefits may be available. The application process begins at the Learning Center that supports the student's unit.

**Vocational Rehabilitation.** State departments of Vocational Rehabilitation provide financial assistance for students seeking college degrees under certain circumstances. Contact an MCC financial counselor for details.

**Title IV Programs.** Most students are eligible for some type of federal financial aid. Manhattan Christian College participates in the Federal PELL Grant and Supplemental Educational Opportunities Grant (SEOG) Programs, the Federal Work Study Program, and the Federal Direct Loans (Subsidized, Unsubsidized, and Parent Loan) Program. To determine eligibility, students should complete the Free Application for Federal Student Aid (FAFSA).

**Policy on Satisfactory Academic Progress.** Federal regulations require that financial aid recipients achieve Satisfactory Academic Progress in order to be eligible for federal Title IV Program funds. MCC has established guidelines for evaluating a student's efforts to achieve a degree within a given period of time. This includes a quantitative measure (percentage of credit hours earned each semester) and a qualitative measure (grade points earned for hours completed each semester).

Students must earn at least 66% of their credit hours attempted and maintain a minimum 2.0 cumulative grade point average. Courses in which an "F," "Incomplete," "Withdrawn" or "Repeat" is recorded count as credit hours attempted but not earned for the 66% completion minimum.

Students receiving federal aid must complete their degree within a maximum time frame—150% of the normal time required to complete the degree. This allows approximately 180 total credit hours attempted for completion of a Bachelors degree. Courses in which an "F," "Incomplete," or "Withdrawn" is recorded count as credit hours attempted for the 150% maximum. For a traditional student attending full-time fall and spring semester each year, the maximum time frame is 6 school years.

Transfer students, if eligible, shall receive Title IV funds for their first semester at MCC and then follow the same standards for Satisfactory Academic Progress as all other students. Transfer grades are not included in the computation of the cumulative grade point average. However, transfer students have their transfer credits subtracted from the total needed for the degree and the maximum time frame is adjusted accordingly.

Student records for all recipients of Title IV funds are reviewed each semester. Students who are deficient in hours or cumulative grade points after initial review will be placed on Financial Aid Warning for one semester. At the end of the semester a student's progress will again be measured, and the student will either be reinstated or placed on Financial Aid Termination.

Students on Financial Aid Termination are denied financial assistance from any federal program until they can meet the qualifications for satisfactory academic progress. Students who fail to complete enough hours or grade points during one semester will be denied federal financial assistance until they complete the needed credits or grade points to maintain satisfactory academic progress.

Students subject to Financial Aid Warning or Financial Aid Termination are notified in writing. Appeals are made in writing to the Title IV Appeals Committee. This committee is comprised of a Financial Counselor, the Vice President for Academic Affairs, and the Vice President for Student Life. Students must submit an appeal in writing indicating the grounds for the appeal on the appeal form included with the termination letter. If the appeal is approved, the student must meet with the Academic Dean to develop a plan that will achieve satisfactory academic progress. Deviation from the plan will result in financial aid termination with no further appeals. The Committee is empowered to review all appeals and a Financial Counselor shall inform appealing students of the action taken. The Committee may reject the appeal or may reinstate aid subject to its availability. The committee may stipulate special activities, which a student would be required to complete during the coming academic term. Decisions by the Title IV Appeals Committee are final and not subject to further review.

For additional information on Title IV programs, including an example of Satisfactory Academic Progress calculation, see the Consumer Information section on MCC's web site or contact a financial counselor at MCC.

# Student Life Information

Students at Manhattan Christian College are expected to conduct themselves in a Christ-like manner at all times, continued enrollment is contingent on conformity to the New Testament delineation of Christian character. Principles of Conduct and information about housing and student life at MCC can be found in the Student Handbook. The handbook can be viewed on the college's website under 'current students.'

# Academic Information

## Mission

The Academic Department exists to educate, equip, and enrich Christians to be leaders through quality academic programs.

## Academic Programs Information

Manhattan Christian College offers four- and five-year bachelor's degrees, two-year Associate of Arts degrees, an adult student degree completion program, both via the classroom and online, and a one-year certificate. At the bachelor's level, the student may pursue a Bachelor of Arts degree, which includes a language study, or a Bachelor of Science degree. All MCC bachelor degrees include a Bible/Theology major, general education, leadership, professional studies major, and unrestricted electives.

Dual-degree programs are developed in cooperation between MCC and Kansas State University and Manhattan Area Technical College. A student pursuing a dual-degree is responsible for making application for admission to either KSU or MATC. Admission to MCC does not assure or imply admission to KSU or MATC. The student should review the other institutions' curriculum materials and meet with one of their advisors to obtain the most up-to-date and specific requirements for their degree. An MCC degree program may be changed through appropriate academic channels at any time. In cases where changes have been made while a student is pursuing a degree program at MCC, the following options are available:

- Completing degree requirements for the program undertaken when entering MCC.
- Completing degree requirements for the program as described in the current catalog.
- A student may not mix requirements from two or more catalogs.

## Continuation and Graduation Policies

### Academic Probation/Dismissal Policy

Regardless of degree intent, all students are subject to the probation/dismissal policy.

**Probation.** Students who do not attain a minimum cumulative 2.0 GPA will be placed on academic probation for the following semester.

A student who is placed on academic probation may be required by the Academic Dean to take a reduced course load. Students on academic probation may also be restricted from participation in extracurricular activities. Students on academic probation must enroll in ORN 010 Study Seminar during each semester of probation status. Students will be removed from probation at the time they earn a cumulative 2.0 GPA.

Students who have a semester GPA below 2.0, but a cumulative GPA of 2.0 or higher, while not considered "on academic probation," are required to enroll in ORN010 Study Seminar the following semester.

**Dismissal.** If after being placed on academic probation, a student continues on academic probation at the end of the next semester of attendance, that student will be disqualified and dismissed from MCC unless the GPA for the most recent semester of enrollment was above the previous cumulative GPA. In that case the student may be placed on continuing probation.

A student who does not attain a cumulative minimum 1.0 GPA in the first semester at MCC will be academically dismissed.

A student admitted on academic probation who does not attain the GPA of 2.0 by the end of the first semester will be dismissed from MCC.

A student who is academically dismissed will not be allowed to attend MCC for a minimum of one semester. If the student desires to return to MCC at that time, the readmission process must be followed. The Vice President of Academic Affairs may stipulate other conditions for the student's return to MCC.

**Reinstatement.** After being dismissed, a student may submit a letter petitioning the Vice President for Academic Affairs to receive immediate reinstatement. A student who has been reinstated is placed on academic probation for the subsequent semester. Petitions to appeal a denial of reinstatement to MCC should be directed to the Student Academic Appeals Board, which consists of each academic department head with one appointed as chair of the appeals board, and a representative from Student Life.

## Academic Integrity Policy

A student is expected to demonstrate the highest Christian character in academic integrity. The student is expected to do personal work and to acknowledge the source of another person's words, ideas, statistics, or other materials.

**Definition of Academic Dishonesty.** Academic dishonesty includes cheating, plagiarism, falsification of credentials, and any other means of taking credit for academic productivity that is not one's own. Plagiarism is offering the work of another, published or unpublished, as if it were your own.

**Consequences of Academic Dishonesty.** When a student practices academic dishonesty, the professor has the option of any or all of following sanctions: (a) requiring the test or assignment be redone for full or partial credit; (b) giving a failing grade for the test or assignment; or, (c) giving a failing grade for the course. Severe or repeated academic dishonesty by a student may become a matter of disciplinary action leading to dismissal. A written report form is completed by the professor and becomes part of the student's permanent record. A student may appeal the professor's judgment of academic dishonesty and the assessed penalty to the Vice President for Academic Affairs.

### Process for Reporting Academic Violations

1. The faculty member informs the student of the allegation while taking into account the confidential nature of the information and the goal of maintaining an environment that supports teaching and learning.
2. When evidence suggests that academic dishonesty has occurred, the faculty member will enter the charge and the academic sanction on the college's Academic Integrity Form, will sign the form, and then convey the charge and sanction to the student for his or her signature (in person or through other methods if necessary). Any appropriate documentation will be attached to the form.
3. After reviewing the allegation of academic dishonesty with the student, the faculty member *may* provide the student with an additional period of time (not to exceed 2 weeks) before the student has to make a decision and sign the Academic Integrity Form as to whether or not to accept the academic sanction(s). A student's failure to sign the Academic Integrity Form, by the specified deadline, consistent with college procedures, will be construed as not contesting the charge or sanction(s) and the adjudication process will go forward as defined by college procedures.
4. Once a student has been informed that academic dishonesty is suspected, the student may not drop the course during the adjudication process. The VP for Academic Affairs is responsible for notifying the Registrar's Office when academic dishonesty is reported in a course. Any drop or withdrawal from the course during this time will be reversed. A student who has received an academic sanction as a result of a violation of academic integrity may not drop or withdraw from the course at any time. This drop policy may be superseded in exceptional circumstances (i.e.

trauma drop). In these cases, the VP for Student Life will consult with the VP for Academic Affairs to determine if the drop is warranted.

5. Upon an appeal, the final decision on a sanction(s) may differ from the sanction recommended by the faculty member regardless of whether or not the student accepts responsibility for the violation. For this reason, a student who has been notified of an alleged academic integrity violation should continue to attend classes and meet course requirements during the adjudication process. If the student chooses not to attend class or fulfill course expectations while the College completes its review of the academic integrity case, he or she agrees implicitly with the sanctions recommended by the faculty member and will receive their grade as appropriate. The VP for Academic Affairs will communicate in writing to the student the imposed sanction(s) upon conclusion of the review.

**Appeal Process Guidelines.** The following guidelines will be adhered to during all disciplinary decision-making processes:

- Due process will be granted to a student before MCC will impose any sanction upon one who has violated its rules or regulations.
- Students who do not agree to the faculty member's allegations of academic dishonesty may appeal their case with the VP for Academic Affairs by signing the appropriate section of the Academic Integrity Form.
- The student may make a final appeal if the student does not agree with the decision of the VP for Academic Affairs. The VP for Academic Affairs will create an ad hoc faculty committee made up of three uninvolved professors to hear such appeals. The request for this final appeal must be made in writing to the VP for Academic Affairs within ten business days of his decision. The student is responsible to provide to the committee any evidence that supports their position for appeal.
- If the decision-making process involves a faculty hearing, the student will be notified in writing as to the time and place of the hearing. The student has the right to have another person present for any hearing.
- In the case of pending dismissal, the student will receive a written notice of the witnesses to appear, and will have an opportunity to inspect the evidence.
- No person, student or otherwise, will be forced to be a witness.

In all instances of appeal, student will be given a written statement of the findings of facts, the basis for the decision, and the nature of the disciplinary measures.

## Character Requirements

Since students at Manhattan Christian College are expected to conduct themselves in a Christ-like manner at all times, continued enrollment is contingent on conformity to the New Testament delineation of Christian character.

As noted in the *Student Handbook*, the standard of conduct at Manhattan Christian College is positive Christian living. All members of the college community will seek to live according to the principles of life revealed by and in Jesus Christ, as taught in scriptures. The goal is for such a quality of living as will provide the fruit of the Spirit in students' lives. Representative scriptural guidelines are found in Philippians 4:8; I Corinthians 6:12, 10:23,31; Galatians 5:16-25; Colossians 3:17; I Thessalonians 4:1-8; and Philippians 2:1-11. See the *Student Handbook* for a complete discussion of Christian character expectations. The MCC *Student Handbook* is online at the MCC website: [www.mccs.edu/current-students/](http://www.mccs.edu/current-students/).

A student integrity support system has been formed through the partnership of academic affairs and student development to provide accountability and to promote growth in the area of Christian integrity development. Should a student's integrity become such that the privilege of graduating from the college will not be granted, the student may appeal the decision to the President of the college.

## Commencement and Awarding of Diplomas

The college encourages all graduates to participate in commencement. MCC has only one commencement ceremony in the spring of each year. Diplomas will be delivered to students when all graduation requirements are met and all financial obligations to the college have been cleared with the office of business affairs.

### Commencement Participation Policy

**Spring Petitioner.** An MCC student petitioning to graduate in a spring semester may participate in the commencement ceremony only if the student will have met all graduation requirements by the end of that semester. A student with a directed field experience pending will not be allowed to participate in the commencement ceremony. The student may participate in a subsequent ceremony upon completion of the directed field experience.

**Summer and Fall Petitioner.** An MCC student petitioning to graduate in summer or a fall semester may participate in the subsequent spring ceremony after all graduation requirements have been completed.

### Graduation Requirements

In order to graduate the student must petition the faculty for graduation by completing and submitting the required form obtainable from the Registrar's Office. Deadlines for petitioning and other graduation related dates will be provided to the student by the Registrar's Office prior to the beginning of each semester. To graduate the student must fulfill all financial obligations to MCC and all courses required for the degree or certificate and have on record with the Registrar's Office official transcripts of all postsecondary institutions attended. The student must attain a cumulative GPA of 2.0 and have sufficient Christian Service credits.

Christian Ministry majors are required to earn a minimum final grade of 70% (C-) in each of their Christian Ministry Core courses and in their declared emphasis and/or track courses to graduate.

### Latin Graduation Honors

At graduation a student may qualify for various honors awarded during the commencement ceremony. These awards are based on achievement in all course work taken at MCC. Further, only course work taken at MCC is used in determining graduation honors. Each year Latin graduation honors recognize approximately 20% of graduating students. A student must have a minimum cumulative GPA of 3.60 to qualify for Latin graduation honors. The awards are:

- Top 3% - Summa cum laude
- Next 7% - Magna cum laude
- Next 10% - Cum laude

### Residency Requirements

To receive a degree from MCC the student must earn a minimum of 32 credit hours of course work at MCC. These are normally the last hours earned. Usually, these hours include at least 3 hours of leadership, 3 of theology, 6 hours of Bible, and 12 hours of professional studies.

### Transcripts and Diplomas

Transcripts and diplomas are issued from the MCC Registrar's Office. Request forms are available through the office or online ([www.mccks.edu/academics/](http://www.mccks.edu/academics/)) and signatures are required.

### Requesting a Transcript

A transcript is a certified, official copy of a student's permanent record. Since it contains confidential information, it cannot be released to anyone other than the student without written permission unless it is mailed directly to another university/institution from the MCC Registrar's Office.

A request form is available either through the Registrar's Office or printed off the website. A written request with the following information can also be submitted: 1) your current name, plus any other name(s) you have used while attending MCC, 2) your social security number, 3) the number of transcripts you are requesting, 4) complete addresses for where each transcript is to be sent; "Issued to Student" will be stamped on any transcript sent directly to the student, 5) your current home address and daytime phone number, and 6) your signature. An e-mail address is appreciated.

No one else may pick up your transcript without your written permission. Transcripts will not be issued to students who are financially delinquent to the college.

### **Issuing Diploma**

Based on the approval of a student's petition to graduate, the student's original diploma will be delivered when all graduation requirements are met and all financial obligations to the college have been cleared with the Office of Business Affairs.

Upon initial graduation petition, students may request that the standard printed diploma be replaced with a simple 'Bachelor of Arts' or 'Bachelor of Science' without the degree detail information.

### **Requesting a Reissued Diploma**

Graduates who find they need a duplicate or replacement diploma should contact the Registrar's Office for information regarding how to request a reissued diploma. A nominal fee applies.

## **Withdrawal Procedures**

Whenever a student terminates enrollment at MCC, the student should make sure to do so properly. Upon making a decision to withdraw after consultation with the Vice President of Student Life, a student should notify the Registrar's Office of their intent. The student may need to inform other campus offices (i.e. business office, financial aid, housing). If so, the Registrar's Office will direct the student through the remainder of this withdrawal process. If all course work is being terminated before the end of the semester ("dropped"), the student is responsible for officially withdrawing from all courses. At the time a student's enrollment at MCC ends, the student's academic record is closed, with all incomplete grades converting to "F" and statements of personal and/or academic standing being made on the transcript, as appropriate.

## **Enrollment Information**

### **Advising and Registration**

The degree programs are listed in this catalog for the benefit of students and their advisors. The student is advised to study carefully the programs and the graduation requirements. While there are certain core courses common to all the degrees, there are also some significant differences in chosen emphases and/or tracks that the student should have clearly in mind.

Academic advising at MCC is a collaborative relationship in which student and advisor work to develop and meet the student's educational and vocational goals. Academic advising equips the student to think critically, seek out resources, and develop action steps consistent with gifts, talents, and passions. Although the advisor provides guidance, responsibility for making and implementing these decisions rests with the individual student.

After meeting with an advisor each semester, students are provided with a PIN to allow online registration (or pre-enrollment) in MyMCC. Students may also drop or add courses through the open registration period (typically the first week of class). Student should be aware that self-initiated changes of their schedule may affect successful completion of their academic program and should be done carefully and preferably after meeting with the student's academic advisor.

New students are provided registration packets and a faculty advisor at the time of new student enrollment or registration. Program course sequences allow students to follow progress from one year to the next in an orderly sequence. Non-sequential arrangement of courses can create scheduling conflicts, which may make additional time necessary in order to meet graduation requirements. Every student should check with their faculty advisor on these matters.

After advising, new students will also receive a PIN from their advisor, students may proceed through the online enrollment process in MyMCC, which includes enrollment in classes, payment of tuition, fees, and other costs. No student may officially be enrolled in classes until the student's admission is completed, and all enrollment forms are approved.

### **Late Enrollment/Registration Policy**

A late fee shall be assessed by the business office for any student not completing enrollment and payment during the scheduled enrollment period for a semester. The amount of such late fee shall be determined annually. In recognition that there may be circumstances which may make it impossible for a student to complete enrollment during the scheduled enrollment period, some exceptions to the assessment of an enrollment late fee may be made.

- The Registrar's Office may waive the enrollment/registration late fee for any student that contacts the Registrar's Office prior to the scheduled enrollment period regarding circumstances beyond the student's control. Such circumstances include, for example, death in the family, illness, and some job contracts or internships. For these exceptions, the decision of the Vice President for Academic Affairs shall be considered final.
- The business office may waive the enrollment/registration late fee for any student that contacts the business office during the enrollment process regarding financial circumstances beyond the student's control. For these exceptions, the decision of the Vice President for Business Affairs shall be considered final.
- Part-time non-degree student walk-ins enrolling for 6 hours or less are exempt from late fees.

### **Auditing a Course**

To audit a class a student must attend at least 80% of the class meetings. The student is not required to take tests or turn in homework. If the student changes from credit to audit after six weeks, 80% of the remaining classes must be attended. No withdrawal or change from credit to audit is permitted during the last four weeks of the semester.

### **Class Attendance Policy**

Because the classroom experience is a valuable part of the educational process and to promote the development of good habits in the life of a Christian leader, a student is expected to attend class, participate in class discussion, and complete course requirements. Because of the variety of class sizes and objectives, instructors have authority for attendance and any effect that absences might have upon final grades. Instructors will have their attendance policy stated in their course syllabus.

Eight days after the course starts, instructors must notify the Registrar's Office in writing of any students who have not attended their course or contacted the instructor about their intention to participate. Students who do not attend during the first week will be administratively dropped from the course.

Instructors must keep accurate attendance records throughout the course so that the date of last attendance is available. The date of last attendance will be reported by the Registrar's Office to the Financial Aid office on all dropped courses after the open drop/add period.

## Earning Credit through Non-Traditional Delivery Methods

### Credit by Distance Learning

Distance learning courses are delivered via the Internet using MCC Online or our consortium partner, Knowledge Elements. Tuition and fees are separate from traditional and LEAD tuition.

**Traditional Students.** Distance learning courses are available for traditional students unable to enroll in classroom work due to location, time conflicts, schedule overloads, or other special circumstances. Enrollment is limited to one course per semester and permission to enroll in a distance learning course must be obtained from the student's advisor and the Registrar. Students with a cumulative GPA below 2.5, or a grade below "C" in a previous online course, must also receive permission from the Academic Dean.

**Adult Education Students.** Distance learning courses are available for adult education students who need additional hours to fulfill degree requirements. Enrollment is limited to one course per semester and permission to enroll in a distance learning course must be obtained through the LEAD office.

**Distance Learning Students,** Distance learning courses are integral to the online degree program, but students may not enroll in more than 2 courses per 8-week term, or 12 hours per semester.

**Non-degree Students.** Distance learning courses are available for any non-degree student who desires to further their learning. Permission to enroll in a distance learning course must be obtained through the Registrar's Office. Distance learning courses from other post-secondary institutions for transfer of credit will undergo the same evaluation as any course requested for transfer.

### Credit by Examination and Prior Learning

Manhattan Christian College accepts College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), DANTES Subject Standardized Test (DSST), and other recognized credit-by-examination credits for equivalent general education courses.

Credits-by-examination may be transferred to MCC if applicable to the student's specific degree program.

Credit for Prior Learning (CPL) is a method of documenting and validating previous college-level learning. Credit may be awarded based on the evaluation of the learning attained in technical or professional training, non-credit classes or work experience. Students interested in receiving CPL credit should enroll in ORN 020, Introduction to Credit for Prior Learning to explore their credit options. A per-credit-hour fee will be charged for credit granted.

Credit may also be earned for non-collegiate training in the military. Credit will be awarded after receiving appropriate forms (JST transcript, DD214, DD295) and will be based upon the recommendations set forth by the American Council on Education as indicated in the Guide to the Evaluation of Educational Experiences in the Armed Forces.

MCC will not award credit for national proficiency examinations or credit for prior learning based solely upon the evaluation or transcription of credit by any other university, college, or organization.

A maximum of thirty percent (30%) of a student's chosen degree program can be completed through non-classroom contact (such as credit-by-examination, credit for prior learning, military experience, et cetera). A tentative evaluation of credits for transfer is usually made as a part of the admissions process. An official transcript of credits is completed after the student has been admitted to a degree program and has begun the first full semester of study at MCC.

The opportunities to demonstrate academic competence are being increased and modified continually, so students should inquire about the current possibilities with the MCC Registrar's Office.

## Credit by Transfer

Manhattan Christian College accepts credit for equivalent courses bearing a "C" (2.0) or higher grades from institutions accredited by regional accrediting commissions or the Association for Biblical Higher Education. Courses that are determined to be comparable in nature, content, level of credit, and relevant to MCC degree programs will be considered for transfer.

Credits from institutions not accredited by associations listed above may be accepted following validation. Validation consists of the following: (a) Only courses bearing a "B" (3.0) or higher grades will be eligible for transfer; (b) A review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution will be conducted; and, (c) The student must earn a cumulative GPA of 3.0 or higher in the first semester of full-time enrollment at MCC. In some cases, only partial credit may be recognized for work done at colleges operating below conventional college standards.

The amount of credit transferable from other institutions may vary according to the student's selected degree program.

## Credit Hours and Semesters

The traditional academic calendar is based on two semesters, each composed of approximately sixteen weeks of classes and final examinations. Courses are offered on a credit-hour (or semester-hour) basis. One semester hour (or one credit) signifies that a course meets for one fifty-minute period per week for sixteen weeks, with additional outside assignments including a final examination period. Exceptions to this are the on-campus and online degree completion programs. Semesters are used but classes are conducted in intensive formats with students taking fewer courses at a time.

Eighteen semester hours are considered the maximum load. Special permission to enroll in additional courses beyond this maximum must be secured through the student's advisor and the Vice President for Academic Affairs. Additional fees must be paid for course work in excess of eighteen hours.

Those who find it necessary to work to help meet college expenses should plan to reduce their semester hour loads. It is recommended that students who work more than 12 hours per week reduce their study load one semester hour for each three hours given to self-support.

## Drop/Add Policy and Procedures

Each student is responsible for enrollment maintenance. A student who does not follow the stated procedures to add a course will not be enrolled in it. A student who does not follow the stated procedures to drop a course, but instead just "walks away" from a course, will receive a grade of "F" for the course. The policy for dropping courses varies depending upon the length of the course.

### Traditional 16-Week Courses

#### Policy for Drop/Add of Traditional Courses

1. Drop during the first 20 days of class: The course will not be recorded on the student's permanent record.
2. Drop between the 21<sup>st</sup> day and the end of the twelfth week of class: A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not calculated into the grade point average.
3. After the twelfth week, the course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

#### Procedure for Drop/Add of Traditional Courses

1. During the first week of class students may drop/add online through MyMCC.
2. After the first week of class, consult the Registrar's Office or advisor to get a drop/add form.
3. Get a signature of approval from the advisor.

4. Get a signature of approval and last day of attendance from the professor.
5. Return the signed drop/add form to the office of the Registrar.

## LEAD Courses

### Policy for Drop/Add of LEAD Courses

1. Drop before the second class meeting: The course will not be recorded on the student's permanent record.
2. Drop after second class meeting and before the next-to-last class meeting: A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not used in calculating the grade point average.
3. After the next-to-last meeting: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

### Procedure for Drop/Add of LEAD Courses

1. Consult the office of the Registrar or the adult education office and fill out a drop/add form.
2. Get a signature of approval from the advisor or adult education office personnel.
3. Get a signature of approval and last day of attendance from the professor.
4. Return the signed drop/add form to the Registrar's Office or the Adult Education office.

## MCC Online (Distance) Courses

### Policy for Drop/Add of Distance Courses

1. Drop before second week of the course: The course will not be recorded on the student's permanent record.
2. Drop after the beginning of the second week of the course and before the end of the sixth week of the course: A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not used in calculating the grade point average.
3. After the beginning of the seventh week: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

### Procedure for Drop/Add of Distance Learning Courses

1. Consult with your course instructor.
2. Contact the Director of Distance Learning to have a drop/add form filled out for you.
3. Last day of attendance will be the day of last course specific activity (quiz, forum, submitted assignment).

## Student Classification

A student is classified according to total credit hours taken at MCC and the credit hours transferred from other colleges.

Classification	Total Credit Hours
Freshman	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90+ hours

## Supplying Transcripts from Other Institutions

At the end of each semester students at Manhattan Christian College who have taken course work at another institution of higher education should request the institution's Registrar's Office to send to the MCC Registrar a record of credits earned at the institution.

## Grading

### Change of Grade Policy

A change of grade for any grade other than a grade of incomplete "I" may be made after a final grade has been submitted **only** when the case involves a grade calculation error by the instructor.

## Dean's List and Honor Roll

A full-time student who has a semester GPA of 3.60 or above will be listed on the Dean's List for outstanding achievement. A student with a semester GPA of 3.25-3.59 will be listed on the Honor Roll. The student must complete at least 12 hours of work at MCC in a given semester to qualify for either the Dean's List or the Honor Roll. An incomplete or an unofficial withdrawal from a course enrolled in for credit at the beginning of the semester may disqualify the student from either honor. A student in their final semester may qualify for the Honor Roll or the Dean's List with fewer than 12 hours.

## Grade Reports

Grade reports are available during the term for each course through MCC Online. Final grade reports are available to student in MyMCC at the end of the semester. Semester grades become a part of the student's permanent record.

## Grading System

Grades will be determined by individual professors as outlined in course syllabi. The college uses the following grade points to compute a semester GPA and a cumulative GPA. The cumulative GPA is computed on the basis of all credits attempted at MCC. The only exception is courses that are retaken and are not used in the calculation process.

<u>Letter Grade</u>	<u>Suggested Numerical Value</u>	<u>Quality Points</u>
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 or below	0.0

- A** signifies work of distinctly superior quality. Recitations and examinations indicate mastery of the course content and competent correlation of facts and principles. This grade should be given only when the student demonstrates scholar hip, initiative, a positive attitude, and cooperation in the class.
- B** is assigned for work of above average quality. The student is interested, thorough in preparation and fulfillment of assignments, and observes directions regarding form, organization, and quality of content in written work. Recitations and tests give evidence of mastery of course content and of the ability to express oneself clearly. This grade should not be given when the essential work of the course is missing or done in a careless fashion.
- C** indicates work of satisfactory character. The student is able to understand the basic elements of the course. Assignments are prepared promptly and are written in correct English. A grade of C should indicate the capability of the student to continue to the next advanced course in the field.
- D** indicates that while the work for the course is not adequate for mastery of the content of the course, it is passing. A grade of D may be given when assignments are not completed and individual comprehension or improvement in the field is not evident.
- +/-** Plus (+) indicates achievement in the upper third of a rank/grade. These (+/-) apply only to the grades A through D. Minus (-) indicates achievement in the lower third of a rank/grade. These (+/-) apply only to the grades A through D.
- F** indicates failure to comply with course requirements or a definite inability to comprehend the basic elements of the course.
- W** indicates withdrawal without assignment of a grade.
- CR** indicates credit for a course for which only credit rather than a letter grade is given on the transcript.
- NC** indicates no credit for a course for which only credit rather than a letter grade is given on the transcript.
- AU** indicates credit for an audit course when there is at least 80% attendance.
- I** indicates an incomplete which is given only when extenuating circumstances prevent completion of work during the semester.

## Incomplete Grade Policy

An incomplete grade must be requested of the instructor by the student and will be granted only if the extenuating circumstances are sufficient to have made it impossible for the work to have been done before the end of the course. A request for an incomplete must be made prior to the last class period.

Any conditions for receiving an incomplete grade and completing the course are set by the instructor and agreed upon in writing by the student at the time the incomplete is granted. A deadline for completing the course will be determined by the instructor: (a) for traditional courses the deadline may not exceed 45 days following the end of the semester, (b) for LEAD courses the deadline may not exceed 45 days after the last class date, and (c) for online courses the deadline may not exceed 14 days after the course end date.

To give a student an incomplete grade in a course, an instructor completes an incomplete grade form and submits it to the Registrar. When the student has completed the work the professor then submits a final grade. After the deadline for completing has passed, any incomplete not replaced by a final grade submitted by the instructor will be administratively converted to the grade of "F" by the Registrar's Office. Courses that are considered credit/no credit will receive a grade of "NC" if the deadline has passed for completion of the incomplete agreement and a final grade of "CR" has not been submitted. Courses with a grade of "I" will not be used in calculating a student's GPA.

## Retake Policy

A student may repeat enrollment in a course because of a low or failing grade. Retakes can be accomplished only by re-enrolling in and completing a MCC course. If a course is retaken, the original course and grade line is marked as "retaken" on the transcript and removed from the grade point average as long as the most recent course grade is equal to or higher than the previous grade. The higher grade will be used in the grade point average computation.

Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the grade point average only once for each course. A total of five courses may be considered as retaken for grade point average purposes during the student's academic career at MCC. Any grades obtained from retaking courses beyond these limitations will be used in calculating the grade point average. A retaken course will count only once toward meeting degree requirements. Additionally, any course retaken after completion of a bachelor's degree will not affect the credits or the grade point average applied to that degree.

## Other Policies

### Christian Service

The MCC philosophy of Christian service is based on the idea that both academic preparation and practical service activities are valuable in the college experience. Christian colleges have recognized and practiced this philosophy since Bible college accreditation began. A total of seven semesters of Christian Service is required for graduation in the traditional bachelor degree programs or a total of three semesters of Christian Service is required for graduation in the traditional associate degree programs. A total of three semesters of Christian Service is required for graduation in the LEAD and distance learning degree completion programs.

Christian Service is service for the glory of God, but it is also an integral part of the education program. Conversely, academic preparation is first of all directed toward future goals, but it is also presently strengthening the student's daily experiences and present forms of ministry. The idea might well be stated in this way: "Preparation is service and service is preparation."

The Christian Service program is guided by the Christian Service Committee which is represented by faculty, staff, and students. The Christian Service Handbook is available online for all students and defines requirements as well as outlines specific areas of service that are approved for this requirement.

A student with a Christian Ministry major must fulfill the following requirements in choosing Christian service hours each semester:

- Five general Christian Service credits (CHR 101 – CHR 105)
- Two credits from the chosen area of emphasis (CHR 131 & CHR 132). These credits will be supervised by the professor overseeing the primary emphasis.

A student not earning a Christian Ministry degree (ex: dual degree, Theological Research) must fulfill the following requirements of Christian service hours:

- Seven general Christian Service credits (CHR 101 – CHR 107)

A student enrolled in an associates degree or a degree completion program (LEAD and Distance) must complete three Christian service credits (CHR 101 - CHR 103).

Semester commitment and evaluation forms are kept on file and are subject to committee review before degrees are granted.

## Final Examination Schedule

All students are expected to take final examinations at the time scheduled. Only in cases of extreme emergency will published examination schedules be broken. Personal plans for after-school activities, including weddings, do not constitute emergencies. In case of emergency, the student should clear absences with the professors involved. At the option of the professor, a student's final examination may be waived on the basis of exemplary grades, attendance, and participation. The availability of this alternative and its conditions are to be specified in the course syllabus. This option is a matter of professorial discretion and is not a prerogative of the student.

## Student Records Policy

To protect the privacy of student records and to comply with federal law, MCC has implemented a policy regarding student records. This policy seeks to ensure adequate protection of student records while providing the necessary data for the institution and the community to conduct appropriate pursuits. The college will protect the confidentiality of student records and ensure they remain out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff will respect confidential information they encounter in the work place.

## Definitions

**Student** is defined as one who has attended or is attending Manhattan Christian College.

**Educational records** are records directly related to a student and maintained by MCC. These records do not include files kept in sole possession by individuals and used as a memory aid and are not accessible to any other person except a substitute for the maker of the record.

**Directory information** is defined in the catalog and is: a student's name, local address and phone number, permanent mailing address, e-mail address, classification, degree program, dates of attendance, admission or enrollment status, degrees and awards received, date of birth, and hometown.

**Confidential information** is the remainder of the student record that is not defined as "directory information."

**Record** means any information or data recorded by any employee in any medium, including, but not limited to: handwriting, print, tape, film, microfilm, microfiche, or any form of electronic data storage including e-mails.

## Release of Directory Information

The Registrar's Office releases directory information to anyone upon inquiry. A student may request the college to withhold directory information by submitting a request for non-disclosure to the Registrar's Office. Students must request a non-disclosure of directory information form from the Registrar's Office within one week after registering for classes. The Registrar's Office will notify other appropriate college offices regarding the student's request. The student must submit the request to withhold directory information each semester of enrollment.

## Release of Confidential Information

Each type of student record is the responsibility of a designated college official, and only that person or the vice president to whom that person reports has authority to release the record:

- Academic records: Registrar
- Admissions records: Vice President for Student Life
- Financial Aid: Director of Financial Aid
- Business records: Vice President for Business Affairs
- Alumni/Donor records: Director for Institutional Advancement

1. Confidential records will not be released without the written consent of the student involved, except in following instances: (a) to other college personnel, (b) concerning the student's application for financial aid, (c) in response to a judicial order or subpoena, (d) in a bona fide health or safety emergency, (e) to other schools at which the student seeks or intends to enroll, (f) to parents of a dependent student, or (g) to the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities.
2. Each student is entitled to a copy of their academic transcript upon written request.
3. Documents submitted in support of a student's application for admission or for transfer credit will not be returned to the student nor sent elsewhere. The student should request another document from the original institution.
4. Faculty and administrative officers of MCC may review the academic records of any student by showing a need to know before an academic record is released.
5. The contents of the official folder of a student will not be sent outside the office of the Registrar or other record offices except in circumstances specifically authorized by the Registrar or the custodian of the other records.
6. A request for a transcript or other academic information from another institution of learning, which states the reason for the request, may be honored as a matter of institutional courtesy.
7. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is to be published. The Registrar will decide validity of the study as it applies to education and the privacy rights of students.

## When Records May Be Withheld

Transcripts and future enrollment at MCC will be withheld due to delinquent accounts or official disciplinary action. Removal of the hold only occurs when the Registrar's Office receives written authorization from the official who originally requested the action.

## Review and Challenge of Records

Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. A student must submit a written request to the Registrar's Office to gain approval for the inspection. The student must conduct the examination of the academic record in the Registrar's Office.

A student has the opportunity to challenge or amend the contents of an academic record. Challenges must be made in writing to the Vice President for Academic Affairs. Written challenges must identify the record in question and provide a brief explanation of the reason for faulting the record. The Vice President for Academic Affairs will decide within 30 days of receiving the written challenge the validity of the challenge and notify the student of the decision. Changes to or comments about the academic record will only be made upon the approval of the Vice President for Academic Affairs.

A hearing may be requested if the student is still dissatisfied. The hearing, conducted by a hearing officer appointed by the president, will be held within two weeks. The student will have the opportunity at the hearing to present any relevant evidence. A decision will be rendered within two

weeks after that hearing. The student may place a statement in the file if the result does not satisfy the complainant.

### **Complaints**

A student who believes that the college has not complied with federal law or regulations may send a written complaint to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-8520.

## **Frequently asked questions**

### **What is MCC's policy on the copying of transcripts from other institutions?**

Transcripts from other institutions along with other documents in a student's file are the property of Manhattan Christian College, and, as such are under the control of the Registrar's Office. Under Federal policy, the student has the right to view the documents in their file; the college is not required to provide or allow the making of copies of these documents. Transcripts submitted to MCC for admission or transfer of credit become the property of MCC, and cannot be returned to the student or forwarded to other institutions.

### **Why do MCC and most other colleges and universities have a policy that does not provide for the making of copies of transcripts from other institutions?**

1. Transcripts are a reflection of a student's record at an institution at a particular point in time (like a snapshot). The transcript may have been added to or changed by the issuing institution after MCC received its copy and consequently may not reflect the student's most current record.
2. Transcripts reflecting a current, complete, accurate and official record of a student's academic work are made available by the transcribing institution. MCC is concerned that those receiving and using the transcript work are from official and current documents, not copies.
3. MCC has no way of knowing whether a student wishes to use a copy of a transcript from another institution (with an incomplete record) to avoid having others see grades or other information which may be considered by the student to be negative (e.g. low grades, records of disciplinary actions). In other cases, students may have an account balance at the issuing institution, and may therefore be prevented from obtaining an official transcript until such obligations are met. As a professional courtesy, MCC honors the desire of the issuing institution to have official records obtained directly from that institution.

### **How can students get a copy of their records from other institutions?**

Transcript order forms that may be used to order transcripts from other institutions are available in the Registrar's Office. Fees vary; you may want to call the institution to find out the current rate or other institutional requirements or processes prior to ordering a transcript.

# Academic Programs

## Adult Education Department

*Department Director:* Brody Bliss

The department of adult education is committed to the development of adult Christian leaders through our Leadership Education for Adult Development (LEAD) degree completion program. Our programming is philosophically grounded in the principles of life-long learning. To this end, we provide non-traditional students with a comprehensive, yet practical education through an intensive curriculum drawing on resources, theory, and knowledge of relevant disciplines. Students are enabled to study, analyze, and evaluate ethical and management problems in the workplace from a broad Christian perspective. Effective decision-making, goal formation, and short and long range planning skills are important training students receive so they may be prepared to apply principles as Christian leaders in a professional environment.

### Mission

The LEAD (Leadership Education for Adult Development) Department exists to educate, equip, and enrich adult learners to be Christian leaders in the workplace and the church.

### Vision

We see graduates of Manhattan Christian College as being sent forth with biblical principles of ethics to apply in everyday management situations in the workplace.

### Objectives

By completing a degree with a major in management and ethics at MCC, a student will be able to...

- integrate their studies in management principles with a Christian world view.
- recognize movements, theories, people, and works that have shaped their understanding of effective Christian leadership in modern culture.
- articulate Christian ethics as they demonstrate effective writing and speaking skills related to the complex issues they face in the workplace.
- conduct effective study and research in their fields as life-long learners.
- understand biblical principles as they apply in everyday situations in the workplace.
- apply Christian principles of ethics in a professional environment.

### Attendance Policy

Because of the intensive nature of the LEAD program, class attendance is essential. Instructors have authority for attendance and any effect that absences might have upon final grades. Instructors will have their attendance policy stated in their course syllabus. For further explanation, see page 27.

### Christian Service

Students are required to be involved in their communities outside the classroom each semester. Practical service activities enhance college experience because students apply what they learn in the classroom in service to others. A variety of volunteer activities can satisfy this requirement (see page 31).

## Credit by Non-classroom Contact

A student may earn up to 30% of the credit hours required for completion of the degree through non-classroom contact (e.g., credit-by-examination, credit-for prior learning (CPL), military credit (JST), etc.). Workshops, seminars, self-study, non-credit classes, training programs and work experiences are all sources of prior learning. It is the learning from these programs which is evaluated and on which credit may be awarded.

A maximum of 30 semester credit hours can be earned through CPL. A per credit hour fee is charged and payment of the fee does not guarantee that credit will be granted. Students interested in receiving CPL credit should enroll in ORN 020, Introduction to Credit for Prior Learning to explore their credit options. A per-credit-hour fee will be charged for credit granted.

Manhattan Christian College offers additional methods to earn credit outside of the classroom. These include:

1. College Level Examination Program (CLEP) - national, standardized exams emphasizing an understanding of the liberal arts.
2. DANES Subject Standardized Tests (DSST) - national, standardized exams to fulfill introductory college level courses a variety of disciplines.

## Instructional Modules

The program consists of 16 modules or courses. Modules are typically five or six class sessions each and meet weekly from 6 to 10 p.m. The program is continuous for 23 months with a few interspersed short breaks. Each group of students (or cohort) progresses through the program together, taking one module at a time. The modules are organized into four semesters, or 48 semester credit hours. Assignments for each week are detailed in each course syllabus and allow students to adjust their study schedules accordingly.

# ADULT EDUCATION DEPARTMENT

## Bachelor of Science in Management and Ethics

### Required Courses – Total Hours 120

<b>General Education</b>	<b>Total Hours: 42</b>
Written and Rhetorical Arts	9 hours
One written communication course	
One oral communication course	
One written or oral communication course	
Humanities	9 hours
*Business Communication course	
Select hours from two separate disciplines: fine arts, languages, literature, music, or philosophy	
Science / Math / Statistics	9 hours
One science course	
One science or math course	
*Business Statistics (STA 210 or above)	
Social Sciences	6 hours
Select hours from two separate disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology	
History / Political Science	3 hours
History or political science course	
General Education Electives	6 hours
*Required general elective courses	
<b>Bible/Ethics Courses</b>	<b>Total Hours: 18</b>
<b>Bible</b>	
BIB 112 – Survey of Old Testament Literature	3 hours
BIB 211 – Life and Teachings of Jesus	3 hours
BIB 212 – Christian Beginnings	3 hours
BIB 220 – Interpretation	3 hours
<b>Theology</b>	
THE 330 – Basic Christian Doctrine	3 hours
THE 435 – Christian Ethics	3 hours
<b>Management Courses</b>	<b>Total Hours: 30</b>
MAN 110 – Basic Leadership Principles	3 hours
MAN 210 – Introduction to Management & Ethics	3 hours
MAN 310 – Economics for Managers	3 hours
MAN 320 – Accounting for Managers	3 hours
MAN 330 – Introduction to Marketing	3 hours
MAN 340 – Managerial Finance	3 hours
MAN 410 – International Issues in Business	3 hours
MAN 420 – Organizational Behavior and Change	3 hours
MAN 430 – Case Studies in Management Ethics	3 hours
MAN 440 – Business Strategies (Capstone course)	3 hours
<b>Unrestricted Electives</b>	<b>Total Hours: 30</b>
<b><u>Community Service</u></b>	
CHR 101 Christian Service	CR/NC
CHR 102 Christian Service	CR/NC
CHR 103 Christian Service	CR/NC

# ADULT EDUCATION DEPARTMENT

## Bachelor of Science in Management and Ethics

### LEAD COURSE SCHEDULE

#### Semester 1:

MAN 110	Basic Leadership Principles	3 hours
BIB 112	Survey of Old Testament Literature	3 hours
MAN 210	Introduction to Management & Ethics	3 hours
BIB 220	Interpretation	3 hours

#### Semester 2:

MAN 310	Economics for Managers	3 hours
BIB 211	Life and Teachings of Jesus	3 hours
BIB 212	Christian Beginnings	3 hours
MAN 320	Accounting for Managers	3 hours

#### Semester 3:

MAN 330	Introduction to Marketing	3 hours
THE 330	Basic Christian Doctrine	3 hours
MAN 340	Managerial Finance	3 hours
MAN 410	International Issues in Business	3 hours

#### Semester 4:

THE 435	Christian Ethics	3 hours
MAN 420	Organizational Behavior and Change	3 hours
MAN 430	Case Studies in Management Ethics	3 hours
MAN 440	Business Strategies (Capstone course)	3 hours

#### Christian Service Credits

____	CHR 101	Christian Service	CR/NC
____	CHR 102	Christian Service	CR/NC
____	CHR 103	Christian Service	CR/NC

# ADULT EDUCATION DEPARTMENT

## Bachelor of Science in Biblical Leadership

<b>Required Courses</b>	<b>Total Hours 120</b>
<b>General Education</b>	<b>Total Hours: 42</b>
Written and Rhetorical Arts	9 hours
One written communication course	
One oral communication course	
One written or oral communication course	
Humanities	9 hours
Select hours from three separate disciplines: fine arts, languages, literature, music, or philosophy	
Science / Math	6 hours
One science course	
One science or math course	
Social Sciences	6 hours
Select hours from two separate disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology	
History / Political Science	6 hours
*HIS 310 History of American Christianity	
History or political science elective	
General Education Electives	6 hours
* = Required course	
<b><u>Bible / Theology</u></b>	<b><u>Total Hours: 24</u></b>
<b>Bible</b>	
BIB 112 Survey of Old Testament Literature	3 hours
BIB 211 Life and Teachings of Jesus	3 hours
BIB 212 Christian Beginnings	3 hours
BIB 220 Interpretation	3 hours
BIB 300+ NT Bible Elective	3 hours
BIB 400+ OT Bible Elective	3 hours
<b>Theology</b>	
THE 330 Basic Christian Doctrine	3 hours
THE 436 Apologetics	3 hours
<b><u>Leadership / Ministry</u></b>	<b><u>Total Hours: 24</u></b>
LSP 101 Foundations of Biblical Leadership	3 hours
LSP 201 Group Dynamics in Leadership	3 hours
LSP 301 Leadership Theories	3 hours
LSP 401 Leadership Administration	3 hours
MIN 210 Evangelism and Church Growth Strategies	3 hours
MIN 220 Introduction to Teaching and Preaching	3 hours
MIN 430 Pastoral Care and Counseling	3 hours
SFM 330 Small Group Ministry	3 hours
<b><u>Unrestricted Electives</u></b>	<b><u>Total Hours: 30</u></b>
<b><u>Christian Service</u></b>	
CHR 101 Christian Service	CR/NC
CHR 102 Christian Service	CR/NC
CHR 103 Christian Service	CR/NC

# ADULT EDUCATION DEPARTMENT

## Bachelor of Science in Biblical Leadership

### LEAD COURSE SCHEDULE

#### Semester 1:

LSP 101	Biblical Foundations of Leadership	3 hours
BIB 112	Survey of Old Testament Literature	3 hours
MIN 210	Evangelism and Church Growth Strategies	3 hours
BIB 220	Interpretation	3 hours

#### Semester 2:

LSP 201	Group Dynamics in Leadership	3 hours
BIB 211	Life and Teachings of Jesus	3 hours
BIB 212	Christian Beginnings	3 hours
MIN 220	Introduction to Teaching and Preaching	3 hours

#### Semester 3:

LSP 301	Leadership Theories	3 hours
THE 330	Basic Christian Doctrine	3 hours
SFM 330	Small Group Ministry	3 hours
BIB 400+	Old Testament Elective	3 hours

#### Semester 4:

THE 435	Christian Ethics	3 hours
MIN 430	Pastoral Care and Counseling	3 hours
BIB 300+	New Testament Elective	3 hours
LSP 401	Leadership Administration	3 hours

#### Christian Service Credits

____	CHR 101	Christian Service	CR/NC
____	CHR 102	Christian Service	CR/NC
____	CHR 103	Christian Service	CR/NC

# Certificate Options for Adult Education

## Biblical Leadership Certificate

Required Courses	Total Hours: 21
<b>Bible/Theology</b>	<b>15</b>
<b>Bible</b>	
BIB 112 Survey of Old Test. Literature*	3
BIB 211 Life and Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation*	3
<b>Theology</b>	
THE 330 Basic Christian Doctrine	3
<b>Leadership/Ministry</b>	<b>6</b>
LSP 101 Biblical Foundations of Leadership	3
MIN 220 Intro. to Preaching & Teaching	3

## Bible Certificate

Required Courses	Total Hours: 12
<b>Bible/Theology</b>	<b>12</b>
BIB 112 Survey of Old Test. Literature*	3
BIB 211 Life and Teachings of Jesus	3
BIB 212 Christian Beginnings	3
THE 330 Basic Christian Doctrine	3

## Church/Parachurch Teaching Certificate◆

Required Courses	Total Hours: 12
<b>Bible/Theology</b>	<b>6</b>
BIB 220 Interpretation*	3
THE 330 Basic Christian Doctrine	3
<b>Ministry</b>	<b>6</b>
MIN 220 Intro. to Preaching & Teaching	3
SFM 330 Small Group Ministry	3

## Leadership Certificate

Required Courses	Total Hours: 12
<b>Leadership</b>	<b>12</b>
LSP 101 Biblical Foundations of Leadership	3
LSP 201 Group Dynamics in Leadership	3
LSP 301 Leadership Theories	3
LSP 401 Leadership Administration	3

\*Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and used in other Bible courses. MCC students qualify for the educational discount.

◆ Certificate is still in development. Will be offered by Spring 2017.

# Academic Programs

## Bible/Theology Department

*Department Head:* Dr. Wesley Paddock

[Our Faculty](#)

### Mission

The Bible-Theology Department exists to educate, equip, and enrich Christians to be leaders through biblical and theological studies that are foundational.

### Objectives

Students completing the requirements in Bible-Theology will:

1. Demonstrate an understanding of Christ-like character.
2. Articulate an understanding of God's global mission.
3. Demonstrate a systematic knowledge of the Bible in its historical, literary, and theological contexts.
4. Demonstrate competence in interpreting the Bible according to generally accepted standards of hermeneutics and exegetical practices.
5. Demonstrate an understanding of the history of theological issues especially the Protestant Reformation and the Stone-Campbell Movement.
6. Articulate a basic understanding of Christian apologetics.

# Bachelor of Arts in Bible and Leadership

## Required Courses

Total Hours: 125

### General Studies 41

#### Foundational Core 12

COM 111	Written Composition I	3
COM 112	Written Composition II	3
COM 120	Public Speaking	3
HIS 310	History of American Christianity	3
ORN 090	Introduction to MCC Life	*1

#### Humanities 14

LAN 221	Introduction to Greek I	4
LAN 222	Introduction to Greek II	4
LAN 321	Intermed. Readings & Syntax I*	3
LAN 322	Intermed. Readings & Syntax II*	3

\*may select LAN 231 & LAN 232

#### Social/Behavioral Sciences 3

Select 3 hours from the following disciplines: anthropology, economics, family studies, geography, psychology, sociology.

#### History or Political Science 3

Select 3 hours from one of the following disciplines: history, political science.

#### Math/Natural Sciences 6

	Science Elective	3
	CIS/Math/Science/Statistics Elective	3

#### Leadership 3

LSP 410	Advanced Leadership❖	3
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#### Professional Studies 30

30 hours of unduplicated credits from Kansas State University or Manhattan Area Technical College.

### Bible/Theology Major 33

BIB 113	Old Testament History	3
BIB 114	Poets & Prophets of the OT	3
BIB 211	Life & Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation★	3
BIB/THE 300+	Bible/Theology Elective	3
BIB 300+	Bible Elective	3
BIB 400+	Bible Elective	3
THE 341	Systematic Theology 1	3
THE 342	Systematic Theology 2	3
THE 400+	Theology Elective†	3

### Christian Ministry Core Elective 6

MIN 100+/LSP 330	Christian Ministry Core Elective	3
MIN 100+/LSP 330	Christian Ministry Core Elective	3

### Christian Service 7 CR

CHR 101	Christian Service	CR
CHR 102	Christian Service	CR
CHR 103	Christian Service	CR
CHR 104	Christian Service	CR
CHR 105	Christian Service	CR
CHR 106	Christian Service	CR
CHR 107	Christian Service	CR

### Unrestricted Electives 15

Select 15 hours from any discipline.

\*ORN 090 does not count in total degree hours

★Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

❖ Course is currently in development.

# Bachelor of Arts

## Major: Bible and Leadership

### Suggested Course Schedule

First Year			
Fall	Spring		
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition 1	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ History/Political Science Elective	3
___ CIS/Math/Science/Statistics Elective	3	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ Social Science Elective	3	___ Science Elective	3
___ ORN 090 Introduction to MCC Life	*1	___ CHR 102 Christian Service	<u>CR</u>
___ CHR 101 Christian Service	<u>CR</u>		15
	15		

Second Year			
Fall	Spring		
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ LAN 222 Introduction to Greek 2	4
___ LAN 221 Introduction to Greek 1	4	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ Professional Studies Course	3	___ Professional Studies Course	3
___ Unrestricted Elective	3	___ Professional Studies Course	3
___ CHR 103 Christian Service	<u>CR</u>	___ CHR 104 Christian Service	<u>CR</u>
	16		16

Third Year			
Fall	Spring		
___ HIS 310 History American Christianity	3	___ BIB 300+ Bible Elective	3
___ LAN 321 Intermediate Readings/Syntax 1	3	___ LAN 322 Intermediate Readings/Syntax 2	3
___ THE 341 Systematic Theology 1	3	___ THE 342 Systematic Theology 2	3
___ BIB/THE 300+ Bible/Theology Elective	3	___ Professional Studies Course	3
___ Professional Studies Course	3	___ Professional Studies Course	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ CHR 105 Christian Service	<u>CR</u>	___ CHR 106 Christian Service	<u>CR</u>
	18		18

Fourth Year			
Fall	Spring		
___ BIB 400+ Bible Elective	3	___ LSP 410 Administrative Leadership	3
___ Professional Studies Course	3	___ THE 400+ Theology Elective	3
___ Professional Studies Course	3	___ Professional Studies Course	3
___ Unrestricted Elective	3	___ Professional Studies Course	<u>3</u>
___ Unrestricted Elective	3		12
___ CHR 107 Christian Service	<u>CR</u>		
	15		

\* ORN 090 does not count in total degree hours

❖ Course is currently in development.

# Bachelor of Science in Bible and Leadership

## Required Courses

Total Hours: 124

### General Studies 40

#### Foundational Core 12

COM 111	Written Composition I	3
COM 112	Written Composition II	3
COM 120	Public Speaking	3
HIS 310	History of American Christianity	3
ORN 090	Introduction to MCC Life	*1

#### Humanities 6

Select 6 hours from two of the following disciplines: communication, fine arts, languages, literature, or philosophy.

#### Social/Behavioral Sciences 6

Select 6 hours from two of the following disciplines: anthropology, economics, family studies, geography, psychology, sociology.

#### History or Political Science 3

Select 3 hours from one of the following disciplines: history, political science.

#### Math/Natural Sciences 10

MAT 100	College Algebra	3
	Science Elective	4
CIS/Math/Science/Statistics	Elective	3

#### Leadership 3

LSP 410	Advanced Leadership❖	3
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#### Professional Studies 30

30 hours of unduplicated credits from Kansas State University or Manhattan Area Technical College.

### Bible/Theology Major 33

BIB 113	Old Testament History	3
BIB 114	Poets & Prophets of the OT	3
BIB 211	Life & Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation★	3
BIB 300+	Bible Elective	3
BIB/THE 300+	Bible/Theology Elective	3
BIB 400+	Bible Elective	3
THE 341	Systematic Theology 1	3
THE 342	Systematic Theology 2	3
THE 400+	Theology Elective†	3

### Christian Ministry Core Elective 6

MIN 100+/LSP 330	Christian Ministry Core Elective	3
MIN 100+/LSP 330	Christian Ministry Core Elective	3

### Christian Service 7 CR

CHR 101	Christian Service	CR
CHR 102	Christian Service	CR
CHR 103	Christian Service	CR
CHR 104	Christian Service	CR
CHR 105	Christian Service	CR
CHR 106	Christian Service	CR
CHR 107	Christian Service	CR

### Unrestricted Electives 15

Select 15 hours from any discipline.

\*ORN 090 does not count in total degree hours

★Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

❖Course is currently in development.

# Bachelor of Science

## Major: Bible and Leadership

### Suggested Course Schedule

First Year			
Fall	Spring		
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition 1	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ History/Political Science Elective	3
___ MAT 100 College Algebra	3	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ Social Science Elective	3	___ Science Elective	4
___ ORN 090 Introduction to MCC Life	*1	___ CHR 102 Christian Service	<u>CR</u>
___ CHR 101 Christian Service	<u>CR</u>		16
	15		

Second Year			
Fall	Spring		
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ CIS/Math/Science/Statistics Elective	3	___ Humanities Elective	3
___ Professional Studies Course	3	___ Professional Studies Course	3
___ Social Science Elective	3	___ Unrestricted Elective	3
___ CHR 103 Christian Service	<u>CR</u>	___ CHR 104 Christian Service	<u>CR</u>
	15		15

Third Year			
Fall	Spring		
___ BIB 320 Biblical Research	3	___ HIS 310 History American Christianity	3
___ BIB/THE 300+ Bible/Theology Elective	3	___ THE 342 Systematic Theology 2	3
___ THE 341 Systematic Theology 1	3	___ Professional Studies Course	3
___ Humanities Elective	3	___ Professional Studies Course	3
___ Professional Studies Course	3	___ Unrestricted Elective	3
___ Unrestricted Elective	3	___ CHR 106 Christian Service	<u>CR</u>
___ CHR 105 Christian Service	<u>CR</u>		15
	18		

Fourth Year			
Fall	Spring		
___ BIB 300+ Bible Elective	3	___ LSP 410 Administrative Leadership❖	3
___ Professional Studies Course	3	___ THE 400+ Theology Elective	3
___ Professional Studies Course	3	___ Professional Studies Course	3
___ Professional Studies Course	3	___ Professional Studies Course	3
___ Unrestricted Elective	3	___ Professional Studies Course	3
___ CHR 107 Christian Service	<u>CR</u>	___ Unrestricted Elective	<u>3</u>
	15		15

\* ORN 090 does not count in total degree hours

❖Course is currently in development.

# Bachelor of Arts in Bible and Leadership

## 2<sup>nd</sup> Major: Theological Research

### Required Courses

<b>General Studies</b>	<b>41</b>
<b>Foundational Core</b>	<b>12</b>
COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
HIS 310 History of American Christianity	3
ORN 090 Introduction to MCC Life	*1
<b>Humanities</b>	<b>14</b>
LAN 221 Introduction to Greek I	4
LAN 222 Introduction to Greek II	4
LAN 321 Intermed. Readings & Syntax I*	3
LAN 322 Intermed. Readings & Syntax II*	3
*may select LAN 231 & LAN 232	
<b>Social/Behavioral Sciences</b>	<b>3</b>
Select 3 hours from the following disciplines: anthropology, economics, family studies, geography, psychology, sociology.	
<b>History or Political Science</b>	<b>3</b>
Select 3 hours from one of the following disciplines: history, political science.	
<b>Math/Natural Sciences</b>	<b>6</b>
Science Elective	3
CIS/Math/Science/Statistics Elective	3
<b>Leadership</b>	<b>3</b>
LSP 410 Advanced Leadership❖	3
<b>Christian Ministry Core Elective</b>	<b>6</b>
MIN 100+/LSP 330 Christian Ministry Core Elective	3
MIN 100+/LSP 330 Christian Ministry Core Elective	3
<b>Christian Service</b>	<b>7 CR</b>
CHR 101 Christian Service	CR
CHR 102 Christian Service	CR
CHR 103 Christian Service	CR
CHR 104 Christian Service	CR
CHR 105 Christian Service	CR
CHR 106 Christian Service	CR
CHR 107 Christian Service	CR

Total Hours: 125

<b>Bible/Theology Major</b>	<b>33</b>
BIB 113 Old Testament History	3
BIB 114 Poets & Prophets of the OT	3
BIB 211 Life & Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation★	3
BIB/THE 300+ Bible/Theology Elective	3
BIB 300+ Bible Elective	3
BIB 400+ Bible Elective	3
THE 341 Systematic Theology 1	3
THE 342 Systematic Theology 2	3
THE 400+ Theology Elective†	3

<b>Theological Research Major</b>	<b>30</b>
<b>Foundational Core</b>	<b>12</b>
BIB 441 Critical Introduction to the NT	3
or BIB 442 Critical Introduction to the OT	
or BIB 450 Textual History & Cannon NT	
LAN 231 Elementary Hebrew 1	3
LAN 232 Elementary Hebrew 2	3
LAN 421 Advanced Greek 1	3
or LAN 422 Advanced Greek 2	

<b>Research Emphasis</b>	<b>12</b>
Select from one of the following emphases: Old Testament, New Testament, or Theology. Courses will be 400-level and chosen in consultation with professor/academic advisor in selected area.	

<b>Interdisciplinary Research Track</b>	<b>6</b>
An additional six hours to be chosen in consultation with professor/academic advisor that will enhance student's research skills. Areas of course work may include theological languages (German or French), field work in archeology, interdisciplinary approaches to the subject, or other research skills.	

<b>Unrestricted Electives</b>	<b>15</b>
Select 15 hours from any discipline.	

\*ORN 090 does not count in total degree hours

★Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

❖Course is currently in development.

# Bachelor of Arts

## Major: Bible and Leadership

### 2<sup>nd</sup> Major: Theological Research

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition 1	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ History/Political Science Elective	3
___ CIS/Math/Science/Statistics Elective	3	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ Social Science Elective	3	___ Science Elective	3
___ ORN 090 Introduction to MCC Life	*1	___ CHR 102 Christian Service	<u>CR</u>
___ CHR 101 Christian Service	<u>CR</u>		15
	15		

Second Year			
Fall		Spring	
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ LAN 222 Introduction to Greek 2	4
___ LAN 221 Introduction to Greek 1	4	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ CHR 103 Christian Service	<u>CR</u>	___ CHR 104 Christian Service	<u>CR</u>
	16		16

Third Year			
Fall		Spring	
___ HIS 310 History American Christianity	3	___ BIB 300+ Bible Elective	3
___ LAN 231 Elementary Hebrew 1	3	___ LAN 232 Elementary Hebrew 2	3
___ LAN 321 Intermediate Readings/Syntax 1	3	___ LAN 322 Intermediate Readings/Syntax 2	3
___ THE 341 Systematic Theology 1	3	___ THE 342 Systematic Theology 2	3
___ BIB/THE 300+ Bible/Theology Elective	3	___ Research Emphasis Course	3
___ Research Emphasis Course	3	___ CHR 106 Christian Service	<u>CR</u>
___ CHR 105 Christian Service	<u>CR</u>		15
	18		

Fourth Year			
Fall		Spring	
___ BIB 400+ Bible Elective	3	___ LSP 410 Administrative Leadership ❖	3
___ BIB 441 or (422) Critical Into NT (OT)	3	___ THE 400+ Theology Elective	3
___ LAN 421 or 422 Adv. Greek 1 or 2	3	___ Research Emphasis Course	3
___ Research Emphasis Course	3	___ Interdisciplinary Research Track	3
___ Interdisciplinary Research Track	3	___ Unrestricted Elective	<u>3</u>
___ CHR 107 Christian Service	<u>CR</u>		15
	15		

\* ORN 090 does not count in total degree hours

❖ Course is currently in development.



# Dual Degree Studies

The dual degree program is minimally a five-year course of study in which a student earns a bachelor degree from Manhattan Christian College and a bachelor degree from Kansas State University or an associate degree or certificate from Manhattan Area Technical College upon confirmation of the completion of all requirements at both institutions. Students in this program are equipped through MCC with a biblical foundation that will enable them to penetrate the world with the gospel of Jesus Christ. Students in this program are also equipped through KSU or MATC with a vocation that will enable them to go anywhere in the world and, as they do, to be Christian leaders both in the church and in their chosen profession.

## Mission

The Dual Degree Studies Program exists to educate, equip, and enrich Christians to be leaders regardless of chosen profession, both in the workplace and the church.

## Objectives

Students completing the requirements in Dual Degree will:

1. Develop skills in a chosen profession in which a Christian influence can be demonstrated.
2. Appreciate the opportunity to use Christian leadership skills both in the church and in any chosen profession.

# Bachelor of Arts in Bible and Leadership

## 2<sup>nd</sup> Major: KSU/MATC

### Required Courses

<b>General Studies</b>	<b>41</b>
<b>Foundational Core</b>	<b>12</b>
COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
HIS 310 History of American Christianity	3
ORN 090 Introduction to MCC Life	*1
<b>Humanities</b>	<b>14</b>
LAN 221 Introduction to Greek I	4
LAN 222 Introduction to Greek II	4
LAN 321 Intermed. Readings & Syntax I*	3
LAN 322 Intermed. Readings & Syntax II*	3
	*may select LAN 231 & LAN 232
<b>Social/Behavioral Sciences</b>	<b>3</b>
Select 3 hours from the following disciplines: anthropology, economics, family studies, geography, psychology, sociology.	
<b>History or Political Science</b>	<b>3</b>
Select 3 hours from one of the following disciplines: history, political science.	
<b>Math/Natural Sciences</b>	<b>6</b>
Science Elective	3
CIS/Math/Science/Statistics Elective	3
<b>Leadership</b>	<b>3</b>
LSP 410 Advanced Leadership❖	3
<b>Professional Studies</b>	<b>30</b>
30 hours of unduplicated credits from Kansas State University or Manhattan Area Technical College.	
<b>Unrestricted Electives</b>	<b>12</b>
Select 12 hours from any discipline.	

Total Hours: 150-160

<b>Bible/Theology Major</b>	<b>33</b>
BIB 113 Old Testament History	3
BIB 114 Poets & Prophets of the OT	3
BIB 211 Life & Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation★	3
BIB/THE 300+ Bible/Theology Elective	3
BIB 300+ Bible Elective	3
BIB 400+ Bible Elective	3
THE 341 Systematic Theology 1	3
THE 342 Systematic Theology 2	3
THE 400+ Theology Elective†	3
<b>Christian Ministry Core Elective</b>	<b>6</b>
MIN 100+/LSP 330 Christian Ministry Core Elective	3
MIN 100+/LSP 330 Christian Ministry Core Elective	3
<b>Christian Service</b>	<b>7 CR</b>
CHR 101 Christian Service	CR
CHR 102 Christian Service	CR
CHR 103 Christian Service	CR
CHR 104 Christian Service	CR
CHR 105 Christian Service	CR
CHR 106 Christian Service	CR
CHR 107 Christian Service	CR
<b>Additional KSU Courses</b>	<b>30-40</b>
Additional courses as required by Kansas State University in selected degree program [or program of study at Manhattan Area Technical College].	

\*ORN 090 does not count in total degree hours

★Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

❖Course is currently in development.

# Bachelor of Arts

## Major: Bible and Leadership w/K-State DDP

### Suggested Course Schedule

First Year			
Fall	Spring		
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition 1	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ History/Political Science Elective	3
___ CIS/Math/Science/Statistics Elective	3	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ Social Science Elective	3	___ Science Elective	3
___ ORN 090 Introduction to MCC Life	*1	___ Unrestricted Elective	3
___ CHR 101 Christian Service	<u>CR</u>	___ CHR 102 Christian Service	<u>CR</u>
	15		18

Second Year			
Fall	Spring		
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ LAN 222 Introduction to Greek 2	4
___ LAN 221 Introduction to Greek 1	4	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ Professional Studies Course**	3	___ Professional Studies Course**	3
___ Unrestricted Elective	3	___ Professional Studies Course**	3
___ CHR 103 Christian Service	<u>CR</u>	___ CHR 104 Christian Service	<u>CR</u>
	16		16

Third Year			
Fall	Spring		
___ HIS 310 History American Christianity	3	___ BIB 300+ Bible Elective	3
___ LAN 321 Intermediate Readings/Syntax 1	3	___ LAN 322 Intermediate Readings/Syntax 2	3
___ THE 341 Systematic Theology 1	3	___ THE 342 Systematic Theology 2	3
___ BIB/THE 300+ Bible/Theology Elective	3	___ Professional Studies Course**	3
___ Professional Studies Course**	3	___ Unrestricted Elective	3
___ CHR 105 Christian Service	<u>CR</u>	___ CHR 106 Christian Service	<u>CR</u>
	15		15

Fourth Year			
Fall	Spring		
___ BIB 400+ Bible Elective	3	___ LSP 410 Administrative Leadership❖	3
___ Professional Studies Course**	9-12	___ THE 400+ Theology Elective	3
___ Unrestricted Elective	3	___ Professional Studies Course**	6-9
___ CHR 107 Christian Service	<u>CR</u>	___ Unrestricted Elective	<u>3</u>
	15-18		15-18

Fifth Year			
Fall	Spring		
___ Additional required K-State Courses	<u>15+</u>	___ Additional required K-State Courses	<u>15+</u>
	15+		15+

\* ORN 090 does not count in total degree hours

\*\*Students enrolled in the dual-degree program will receive academic advising at both MCC and K-State [or the Manhattan Area Technical College]. Students should select general studies, electives, and professional studies courses carefully with an advisor to minimize costly errors. Changing majors after the freshman year may result in lost credits toward graduation requirements.

❖Course is currently in development.

# Bachelor of Science in Bible and Leadership

## 2<sup>nd</sup> Major: KSU/MATC

### Required Courses

<b>General Studies</b>	<b>40</b>
<b>Foundational Core</b>	<b>12</b>
COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
HIS 310 History of American Christianity	3
ORN 090 Introduction to MCC Life	*1
<b>Humanities</b>	<b>6</b>
Select 6 hours from two of the following disciplines: communication, fine arts†, languages, literature, or philosophy.	
<b>Social/Behavioral Sciences</b>	<b>6</b>
Select 6 hours from two of the following disciplines: anthropology, economics, family studies, geography, psychology, sociology.	
<b>History or Political Science</b>	<b>3</b>
Select 3 hours from one of the following disciplines: history, political science.	
<b>Math/Natural Sciences</b>	<b>10</b>
MAT 100 College Algebra	3
Science Elective with Lab	4
CIS/Math/Science/Statistics Elective	3
<b>Leadership</b>	<b>3</b>
LSP 410 Advanced Leadership❖	3
<b>Professional Studies</b>	<b>30</b>
30 hours of unduplicated credits from Kansas State University or Manhattan Area Technical College.	
<b>Unrestricted Electives</b>	<b>15</b>
Select 15 hours from any discipline.	

Total Hours: 150-160

<b>Bible/Theology Major</b>	<b>33</b>
BIB 113 Old Testament History	3
BIB 114 Poets & Prophets of the OT	3
BIB 211 Life & Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation★	3
BIB 320 Biblical Research	3
BIB 300+ Bible Elective	3
BIB/THE 300+ Bible/Theology Elective	3
THE 341 Systematic Theology 1	3
THE 342 Systematic Theology 2	3
THE 400+ Theology Elective†	3
<b>Christian Ministry Core Elective</b>	<b>6</b>
MIN 100+/LSP 330 Christian Ministry Core Elective	3
MIN 100+/LSP 330 Christian Ministry Core Elective	3
<b>Christian Service</b>	<b>7 CR</b>
CHR 101 Christian Service	CR
CHR 102 Christian Service	CR
CHR 103 Christian Service	CR
CHR 104 Christian Service	CR
CHR 105 Christian Service	CR
CHR 131 Christian Service	CR
CHR 132 Christian Service	CR
<b>Additional KSU Courses</b>	<b>30-40</b>
Additional courses as required by Kansas State University in selected degree program [or program of study at Manhattan Area Technical College].	

\*ORN 090 does not count in total degree hours

★Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

❖Course is currently in development.

†Worship emphasis students should take THE 440 for this emphasis

# Bachelor of Science

## Major: Bible and Leadership w/K-State DDP

### Suggested Course Schedule

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition 1	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ History/Political Science Elective	3
___ MAT 100 College Algebra	3	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ Social Science Elective	3	___ Science Elective with Lab	4
___ ORN 090 Introduction to MCC Life	*1	___ CHR 102 Christian Service	<u>CR</u>
___ CHR 101 Christian Service	<u>CR</u>		16
	15		
Second Year			
Fall		Spring	
___ BIB 211 Life & Teachings Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ MIN 100+/LSP 330 Chr Min Core Elec.	3
___ CIS/Math/Science/Statistics Elective	3	___ Humanities Elective	3
___ Humanities Elective	3	___ Professional Studies Course**	3
___ Professional Studies Course**	3	___ Unrestricted Elective	3
___ Social Science Elective	3	___ CHR 104 Christian Service	<u>CR</u>
___ CHR 103 Christian Service	<u>CR</u>		15
	18		
Third Year			
Fall		Spring	
___ BIB 320 Biblical Research	3	___ HIS 310 History American Christianity	3
___ BIB/THE 300+ Bible/Theology Elective	3	___ THE 342 Systematic Theology 2	3
___ THE 341 Systematic Theology 1	3	___ Professional Studies Course**	3
___ Professional Studies Course**	3	___ Professional Studies Course**	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ CHR 105 Christian Service	<u>CR</u>	___ CHR 106 Christian Service	<u>CR</u>
	15		15
Fourth Year			
Fall		Spring	
___ BIB 300+ Bible Elective	3	___ LSP 410 Administrative Leadership❖	3
___ Professional Studies Course**	9-12	___ THE 400+ Theology Elective	3
___ Unrestricted Elective	3	___ Professional Studies Course**	6-9
___ CHR 107 Christian Service	<u>CR</u>	___ Unrestricted Elective	<u>3</u>
	15-18		15-18
Fifth Year			
Fall		Spring	
___ Additional required K-State Courses	<u>15+</u>	___ Additional required K-State Courses	<u>15+</u>
	15+		15+

\* ORN 090 does not count in total degree hours

\*\*Students enrolled in the dual-degree program will receive academic advising at both MCC and K-State [or the Manhattan Area Technical College]. Students should select general studies, electives, and professional studies courses carefully with an advisor to minimize costly errors. Changing majors after the freshman year may result in lost credits toward graduation requirements.

❖Course is currently in development.

# Academic Programs

## Christian Ministry Department

*Department Head:* Dr. Russ York

[Our Faculty](#)

### Mission

The Christian Ministry Department exists to educate, equip, and enrich Christians to be leaders in church and community ministries.

### Objectives

Students completing the requirements in Christian Ministry will:

1. Demonstrate a general knowledge of ministry in his or her major area of study.
2. Demonstrate understanding in the biblical, philosophical, and historical foundations of ministry.
3. Demonstrate knowledge of individuals and groups in the context of cultures in which he or she plans to work.
4. Be a follower of Jesus who is submissive to the guidance of the Word and the Spirit in developing a Christ-like ministry.
5. Remain responsive to God's call to ministry.
6. Be relationship-focused in ministry.
7. Live out a Christ-like moral and ethical standard in every area of ministry.
8. Apply ministry skills specific to his or her area of study in the context of a practical experience in ministry.
9. Apply general ministry skills in the following areas of
  - o Evangelism
  - o Communicating God's Word
  - o Discipleship
  - o Spiritual formation
  - o Facilitating worship
  - o People skills
  - o Group dynamics
  - o Facilitating fellowship
  - o Stewardship
  - o Servant leadership
  - o Administration
  - o Pastoral care
  - o Training others
10. Continue to pursue opportunities for growth in ministry.

# Bachelor of Arts

## Bible and Leadership

### 2<sup>nd</sup> Major: Christian Ministry

#### Required Courses

Total Hours: 125

#### General Studies 41

##### Foundational Core 12

COM 111	Written Composition I	3
COM 112	Written Composition II	3
COM 120	Public Speaking	3
HIS 310	History of American Christianity	3
ORN 090	Introduction to MCC Life	*1

##### Humanities 14

LAN 221	Introduction to Greek I	4
LAN 222	Introduction to Greek II	4
LAN 321	Intermed. Readings & Syntax I	3
LAN 322	Intermed. Readings & Syntax II	3

##### Social/Behavioral Sciences 6

PSY 110	Psychology	3
PSY 120	Human Growth and Development	3

##### OR

SAN 220	Cultural Anthropology	3
<small>(Family, Children, Counseling, Spiritual Formation or Youth Emphasis should take PSY 120; Inter-Cultural Emphasis should take SAN 220; Pastoral or Worship can take either)</small>		

##### Math/Natural Sciences 6

Science Elective	3
CIS/Math/Science/Statistics Elective	3

##### Leadership 3

LSP 410	Advanced Leadership❖	3
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##### Christian Service 7 CR

CHR 101	Christian Service	CR
CHR 102	Christian Service	CR
CHR 103	Christian Service	CR
CHR 104	Christian Service	CR
CHR 105	Christian Service	CR
CHR 131	Christian Service	CR
CHR 132	Christian Service	CR

#### Bible/Theology Major 33

BIB 113	Old Testament History	3
BIB 114	Poets & Prophets of the OT	3
BIB 211	Life & Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation★	3
BIB/THE 300+	Bible/Theology Elective	3
BIB 300+	Bible Elective	3
BIB 400+	Bible Elective	3
THE 341	Systematic Theology 1	3
THE 342	Systematic Theology 2	3
THE 400+	Theology Elective†	3

#### Christian Ministry Major 39

##### Foundational Core 15

LSP 330	Small Group Leadership	3
MIN 210	Evan. & Church Growth Strategies	3
MIN 220	Intro. to Teaching & Preaching	3
MIN 340	Principles of Christian Worship	3
MIN 350	Orientation to DFE❖	CR
MIN 430	Pastoral Care & Counseling	3
MIN 451	Directed Field Experience**❖	CR

##### Christian Ministry Emphasis 12

Select from one of the following emphases: chaplaincy, children, counseling, family, intercultural, pastoral, residency\*\*\*, social justice, spiritual formation, youth or worship†

##### Christian Ministry Tracks❖ 12

Select from two of the following tracks: Bible/theology, children, directed field experience, family, intercultural, pastoral, social justice, spiritual formation, youth, worship leading or worship theology

#### Unrestricted Electives 12

Select 12 hours from any discipline.

\*ORN 090 does not count in total degree hours

\*\*While enrolled in MIN 451, the student may also enroll in MIN 452/453 for credit as a Christian Ministry Track.

\*\*\*The residency emphasis requires a separate approval process. Please consult your advisor.

†Worship emphasis students should take THE 440 for this emphasis

❖Two tracks can be substituted with a second Emphasis to fulfill track hours

❖Course is currently in development.

★ Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

❖Not required for students with a Chaplaincy or Social Justice emphases.

# Bachelor of Arts

## Major: Bible and Leadership

### 2<sup>nd</sup> Major: Christian Ministry

### Suggested Course Schedule

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ PSY 120 Human Growth & Develop.**	3
___ PSY 110 General Psychology	3	or SAN220 Cultural Anthropology	
___ ORN 090 Introduction to MCC Life	*1	___ CIS/Math/Science/Statistics Elective	3
___ Unrestricted Elective	3	___ Science Elective	3
___ CHR 101 Christian Service	<u>CR</u>	___ CHR 102 Christian Service	<u>CR</u>
	15		15

Second Year			
Fall		Spring	
___ BIB 220 Interpretation	3	___ BIB 211 Life & Teaching Jesus	3
___ BIB 212 Christian Beginnings	3	___ LAN 222 Introduction to Greek II	4
___ LAN 221 Introduction to Greek I	4	___ MIN 220 Intro. to Teaching & Preaching	3
___ MIN 210 Evan. & Church Growth Strat.	3	___ Emphasis Course	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ CHR 103 Christian Service	<u>CR</u>	___ CHR 104 Christian Service	<u>CR</u>
	16		16

Third Year			
Fall		Spring	
___ HIS 310 History of American Christianity	3	___ BIB 300+ Bible Elective	3
___ LAN 321 Intermediate Reading/Syntax 1	3	___ BIB/THE 300+ Bible/Theology Elective	3
___ LSP 330 Small Group Leadership	3	___ LAN 322 Intermediate Readings/Syntax 2	3
___ MIN 350 Orientation to DFE✦	CR	___ MIN 340 Principles of Christian Worship	3
___ THE 341 Systematic Theology 1	3	___ THE 342 Systematic Theology 2	3
___ Emphasis Course	3	___ Emphasis/Track Course	3
___ CHR 105 Christian Service	<u>CR</u>	___ CHR 131 Christian Service	<u>CR</u>
	15		18

#### SUMMER DIRECTED FIELD EXPERIENCE✦

\_\_\_ MIN 451 Directed Field Experience (DFE) CR  
(DFE will be in student's primary emphasis)

Fourth Year			
Fall		Spring	
___ BIB 400+ Bible Elective	3	___ LSP 410 Advanced Leadership✦	3
___ Emphasis Course	3	___ MIN 430 Pastoral Care & Counseling	3
___ Emphasis/Track Course	3	___ THE 400+ Theology Elective	3
___ Emphasis/Track Course	3	___ Emphasis Course	3
___ Unrestricted Elective	3	___ Emphasis/Track Course	<u>3</u>
___ CHR 132 Chr. Svc. Ministry Emphasis	<u>CR</u>		15
	15		

\*ORN 090 does not count in total degree hours

\*\*See note on course requirements about Social/Behavioral Science requirements

✦Course is currently in development.

✧Not required for students with a Chaplaincy or Social Justice emphases.

# Bachelor of Arts Bible and Leadership

## 2<sup>nd</sup> Major: Christian Ministry with Residency Emphasis

### Required Courses

Total Hours: 125

<b>General Studies</b>	<b>41</b>
<b>Foundational Core</b>	<b>12</b>
COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
HIS 310 History of American Christianity	3
ORN 090 Introduction to MCC Life	*1
<b>Humanities</b>	<b>14</b>
LAN 221 Introduction to Greek I	4
LAN 222 Introduction to Greek II	4
LAN 321 Intermed. Readings & Syntax I	3
LAN 322 Intermed. Readings & Syntax II	3
<b>Social/Behavioral Sciences</b>	<b>6</b>
PSY 110 Psychology	3
PSY 120 Human Growth and Develop. <b>OR</b>	
SAN 220 Cultural Anthropology	3
(Family, Children, Counseling, Spiritual Formation or Youth Emphasis should take PSY 120; Inter-Cultural Emphasis should take SAN 220; Pastoral or Worship can take either)	
<b>Math/Natural Sciences</b>	<b>6</b>
Science Elective	3
CIS/Math/Science/Statistics Elective	3
<b>Leadership</b>	<b>3</b>
LSP 410 Advanced Leadership❖	3
<b>Christian Service</b>	<b>7 CR</b>
CHR 101 Christian Service	CR
CHR 102 Christian Service	CR
CHR 103 Christian Service	CR
CHR 104 Christian Service	CR
CHR 105 Christian Service	CR
CHR 131 Christian Service	CR
CHR 132 Christian Service	CR

<b>Bible/Theology Major</b>	<b>33</b>
BIB 113 Old Testament History	3
BIB 114 Poets & Prophets of the OT	3
BIB 211 Life & Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation★	3
BIB/THE 300+ Bible/Theology Elective	3
BIB 300+ Bible Elective	3
BIB 400+ Bible Elective	3
THE 341 Systematic Theology 1	3
THE 342 Systematic Theology 2	3
THE 400+ Theology Elective†	3
<b>Christian Ministry Major</b>	<b>27</b>
<b>Foundational Core</b>	<b>15</b>
LSP 330 Small Group Leadership	3
MIN 210 Evan. & Church Growth Strategies	3
MIN 220 Intro. to Teaching & Preaching	3
MIN 340 Principles of Christian Worship	3
MIN 430 Pastoral Care & Counseling	3
<b>Christian Ministry Emphasis</b>	<b>12</b>
Select from one of the following emphases: chaplaincy, children, counseling, family, intercultural, pastoral, residency***, social justice, spiritual formation, youth or worship†	
<b>Ministry Residency***</b>	<b>18</b>
Select a residency program with selected churches that have collaborated with MCC and will prepare a student for local ministry, upon advisor and Vice President of Academics approval.	
<b>Unrestricted Electives</b>	<b>6</b>
Select 6 hours from any discipline.	

\*ORN 090 does not count in total degree hours

\*\*While enrolled in MIN 451, the student may also enroll in MIN 452/453 for credit as a Christian Ministry Track.

\*\*\*The residency emphasis requires a separate approval process. Please consult your advisor.

†Worship emphasis students should take THE 440 for this emphasis

❖Two tracks can be substituted with a second Emphasis to fulfill track hours

❖Course is currently in development.

★ Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

**Bachelor of Arts**  
**Major: Bible and Leadership**  
**2<sup>nd</sup> Major: Christian Ministry with Residency Emphasis**  
**Suggested Course Schedule**

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ PSY 120 Human Growth & Develop	**3
___ PSY 110 General Psychology	3	or SAN220 Cultural Anthropology	
___ ORN 090 Introduction to MCC Life	*1	___ CIS/Math/Science/Statistics Elective	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ CHR 101 Christian Service	<u>CR</u>	___ CHR 102 Christian Service	<u>CR</u>
	15		15

Second Year			
Fall		Spring	
___ BIB 220 Interpretation	3	___ BIB 211 Life & Teaching Jesus	3
___ BIB 212 Christian Beginnings	3	___ LAN 222 Introduction to Greek II	4
___ LAN 221 Introduction to Greek I	4	___ MIN 220 Intro. to Teaching & Preaching	3
___ MIN 210 Evan. & Church Growth Strat.	3	___ MIN 340 Principles of Christian Worship	3
___ Science Elective	3	___ BIB/THE 300+ Bible/Theology Elective	3
___ CHR 103 Christian Service	<u>CR</u>	___ CHR 104 Christian Service	<u>CR</u>
	16		16

Third Year			
Fall		Spring	
___ HIS 310 History of American Christianity	3	___ BIB 300+ Bible Elective	3
___ LAN 321 Intermediate Reading/Syntax 1	3	___ LAN 322 Intermediate Readings/Syntax 2	3
___ LSP 330 Small Group Leadership	3	___ MIN 430 Pastoral Care & Counseling	3
___ THE 341 Systematic Theology 1	3	___ THE 342 Systematic Theology 2	3
___ Emphasis Course	3	___ Emphasis Course	3
___ Emphasis Course	3	___ Emphasis Course	3
___ CHR 105 Christian Service	<u>CR</u>	___ CHR 131 Christian Service	<u>CR</u>
	18		18

Fourth Year			
Fall		Spring	
___ BIB 400+ Bible Elective	3	___ LSP 410 Advanced Leadership❖	3
___ MIN 471 Ministry Residency	9	___ MIN 472 Ministry Residency	9
___ CHR 132 Chr. Svc. Ministry Emphasis	<u>CR</u>	___ THE 400+ Theology Elective	<u>3</u>
	12		15

\*ORN 090 does not count in total degree hours

\*\*See note on course requirements about Social/Behavioral Science requirements

❖Course is currently in development.

# Bachelor of Science

## Bible and Leadership

### 2<sup>nd</sup> Major: Christian Ministry

#### Required Courses

Total Hours: 124

#### General Studies 40

<b>Foundational Core 12</b>	
COM 111	Written Composition I 3
COM 112	Written Composition II 3
COM 120	Public Speaking 3
HIS 310	History of American Christianity 3
ORN 090	Introduction to MCC Life *1

#### Humanities 6

Select 6 hours from two of the following disciplines: communication, fine arts, languages, literature, or philosophy.

#### Social/Behavioral Sciences 6

PSY 110	Psychology 3
PSY 120	Human Growth and Development OR
SAN 220	Cultural Anthropology 3
(Family, Children, Counseling, Spiritual Formation or Youth Emphasis should take PSY 120; Inter-Cultural Emphasis should take SAN 220; Pastoral or Worship can take either)	

#### History or Political Science 3

Select 3 hours from one of the following disciplines: history, political science.

#### Math/Natural Sciences 10

MAT 100	College Algebra 3
	Science Elective with Lab 4
	CIS/Math/Science/Statistics Elective 3

#### Leadership 3

LSP 410	Advanced Leadership❖ 3
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#### Christian Service 7 CR

CHR 101	Christian Service CR
CHR 102	Christian Service CR
CHR 103	Christian Service CR
CHR 104	Christian Service CR
CHR 105	Christian Service CR
CHR 131	Christian Service CR
CHR 132	Christian Service CR

\*\*While enrolled in MIN 451, the student may also enroll in MIN 452/453 for credit as a Christian Ministry Track.

†Worship emphasis students should take THE 440 for this emphasis

❖Two tracks can be substituted with a second Emphasis to fulfill track hours

❖Course is currently in development.

\*ORN 090 does not count in total degree hours

★ Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

❖Not required for students with a Chaplaincy or Social Justice emphases.

#### Bible/Theology Major 33

BIB 113	Old Testament History 3
BIB 114	Poets & Prophets of the OT 3
BIB 211	Life & Teachings of Jesus 3
BIB 212	Christian Beginnings 3
BIB 220	Interpretation★ 3
BIB/THE 300+	Bible/Theology Elective 3
BIB 320	Biblical Research 3
BIB 300+	Bible Elective 3
THE 341	Systematic Theology 1 3
THE 342	Systematic Theology 2 3
THE 400+	Theology Elective† 3

#### Christian Ministry Major 39

##### Foundational Core 15

LSP 330	Small Group Leadership 3
MIN 210	Evan. & Church Growth Strategies 3
MIN 220	Intro. to Teaching & Preaching 3
MIN 340	Principles of Christian Worship 3
MIN 350	Orientation to DFE❖ CR
MIN 430	Pastoral Care & Counseling 3
MIN 451	Directed Field Experience**❖ CR

##### Christian Ministry Emphasis 12

Select from one of the following emphases: chaplaincy, children, counseling, family, intercultural, pastoral, residency\*\*\*, social justice, spiritual formation, youth or worship†

##### Christian Ministry Tracks❖ 12

Select from two of the following tracks: Bible/theology, children, directed field experience, family, intercultural, pastoral, social justice, spiritual formation, youth, worship leading or worship theology

##### Unrestricted Electives 12

Select 12 hours from any discipline.

# Bachelor of Science

## Major: Bible and Leadership

### 2<sup>nd</sup> Major: Christian Ministry

### Suggested Course Schedule

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ CIS/Math/Science/Statistics Elective	3	___ COM 112 Written Composition 2	3
___ COM 111 Written Composition	3	___ MAT 100 College Algebra	3
___ COM 120 Public Speaking	3	___ PSY 120 Human Growth & Develop	**3
___ PSY 110 General Psychology	3	or SAN220 Cultural Anthropology	
___ ORN 090 Introduction to MCC Life	*1	___ Humanities Elective	3
___ CHR 101 Christian Service	<u>CR</u>	___ CHR 102 Christian Service	<u>CR</u>
	15		15

Second Year			
Fall		Spring	
___ BIB 211 Life & Teachings of Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ MIN 220 Intro. to Teaching & Preaching	3
___ MIN 210 Evan. & Church Growth Strat.	3	___ Science Elective with Lab	4
___ Humanities Elective	3	___ Emphasis Course	3
___ History/Political Science Course	3	___ Unrestricted Elective	3
___ CHR 103 Christian Service	<u>CR</u>	___ CHR 104 Christian Service	<u>CR</u>
	15		16

Third Year			
Fall		Spring	
___ BIB 320 Biblical Research	3	___ BIB/THE 300+ Bible/Theology Elective	3
___ BIB300+ Bible Elective	3	___ MIN 340 Principles of Christian Worship	3
___ HIS 310 History of American Christianity	3	___ THE 342 Systematic Theology 2	3
___ LSP 330 Small Group Leadership	3	___ Emphasis/Track Course	3
___ MIN 350 Orientation to DFE	CR	___ Unrestricted Elective	3
___ THE 341 Systematic Theology 1	3	___ CHR 131 Christian Service	<u>CR</u>
___ Emphasis/Track Course	3		15
___ CHR 105 Christian Service	<u>CR</u>		
	18		

#### SUMMER DIRECTED FIELD EXPERIENCE

\_\_\_ MIN 451 Directed Field Experience (DFE) CR  
(DFE will be in student's primary emphasis)

Fourth Year			
Fall		Spring	
___ Emphasis Course	3	___ LSP 410 Advanced Leadership	3
___ Emphasis Course	3	___ MIN 430 Pastoral Care & Counseling	3
___ Emphasis/Track Course	3	___ THE 400+ Theology Elective	3
___ Unrestricted Elective	3	___ Emphasis Course	3
___ Unrestricted Elective	3	___ Emphasis/Track Course	<u>3</u>
___ CHR 132 Chr. Svc. Ministry Emphasis	<u>CR</u>		15
	15		

\*ORN 090 does not count in total degree hours

\*\*See note on course requirements about Social/Behavioral Science requirements

❖Course is currently in development.

❖Not required for students with a Chaplaincy or Social Justice emphases.

# Bachelor of Science Bible and Leadership

## 2<sup>nd</sup> Major: Christian Ministry with Residency Emphasis

### Required Courses

Total Hours: 124

<b>General Studies</b>	<b>40</b>	<b>Bible/Theology Major</b>	<b>33</b>
<b>Foundational Core</b>	<b>12</b>	BIB 113 Old Testament History	3
COM 111 Written Composition I	3	BIB 114 Poets & Prophets of the OT	3
COM 112 Written Composition II	3	BIB 211 Life & Teachings of Jesus	3
COM 120 Public Speaking	3	BIB 212 Christian Beginnings	3
HIS 310 History of American Christianity	3	BIB 220 Interpretation ★	3
ORN 090 Introduction to MCC Life	*1	BIB 320 Biblical Research	3
<b>Humanities</b>	<b>6</b>	BIB/THE 300+ Bible/Theology Elective	3
Select 6 hours from two of the following disciplines: communication, fine arts, languages, literature, or philosophy.		BIB 400+ Bible Elective	3
<b>Social/Behavioral Sciences</b>	<b>6</b>	THE 341 Systematic Theology 1	3
PSY 110 Psychology	3	THE 342 Systematic Theology 2	3
PSY 120 Human Growth and Development		THE 400+ Theology Elective†	3
<b>OR</b>		<b>Christian Ministry Major</b>	<b>27</b>
SAN 220 Cultural Anthropology	3	<b>Foundational Core</b>	<b>15</b>
(Family, Children, Counseling, Spiritual Formation or Youth Emphasis should take PSY 120; Inter-Cultural Emphasis should take SAN 220; Pastoral or Worship can take either)		LSP 330 Small Group Leadership	3
<b>History or Political Science</b>	<b>3</b>	MIN 210 Evan. & Church Growth Strategies	3
Select 3 hours from one of the following disciplines: history, political science.		MIN 220 Intro. to Teaching & Preaching	3
<b>Math/Natural Sciences</b>	<b>10</b>	MIN 340 Principles of Christian Worship	3
MAT 100 College Algebra	3	MIN 430 Pastoral Care & Counseling	3
Science Elective with Lab	4	<b>Christian Ministry Emphasis</b>	<b>12</b>
CIS/Math/Science/Statistics Elective	3	Select from one of the following emphases: chaplaincy, children, counseling, family, intercultural, pastoral, residency***, social justice, spiritual formation, youth or worship†	
<b>Leadership</b>	<b>3</b>	<b>Ministry Residency***</b>	<b>18</b>
LSP 410 Advanced Leadership❖	3	Select a residency program with selected churches that have collaborated with MCC and will prepare a student for local ministry, upon advisor and Vice President of Academics approval.	
<b>Christian Service</b>	<b>7 CR</b>	<b>Unrestricted Electives</b>	<b>6</b>
CHR 101 Christian Service	CR	Select 6 hours from any discipline.	
CHR 102 Christian Service	CR		
CHR 103 Christian Service	CR		
CHR 104 Christian Service	CR		
CHR 105 Christian Service	CR		
CHR 131 Christian Service	CR		
CHR 132 Christian Service	CR		

\*ORN 090 does not count in total degree hours

\*\*While enrolled in MIN 451, the student may also enroll in MIN 452/453 for credit as a Christian Ministry Track.

\*\*\*The residency emphasis requires a separate approval process. Please consult your advisor.

†Worship emphasis students should take THE 440 for this emphasis

❖Two tracks can be substituted with a second Emphasis to fulfill track hours

❖Course is currently in development.

★ Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

**Bachelor of Science**  
**Major: Bible and Leadership**  
**2<sup>nd</sup> Major: Christian Ministry with Residency Emphasis**  
**Suggested Course Schedule**

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ PSY 120 Human Growth & Develop.	** 3
___ PSY 110 General Psychology	3	or SAN220 Cultural Anthropology	
___ ORN 090 Introduction to MCC Life	*1	___ CIS/Math/Science/Statistics Elective	3
___ Unrestricted Elective	3	___ MAT 100 College Algebra	3
___ CHR 101 Christian Service	<u>CR</u>	___ CHR 102 Christian Service	<u>CR</u>
	15		15

Second Year			
Fall		Spring	
___ BIB 220 Interpretation	3	___ BIB 211 Life & Teaching Jesus	3
___ BIB 212 Christian Beginnings	3	___ MIN 220 Intro. to Teaching & Preaching	3
___ MIN 210 Evan. & Church Growth Strat.	3	___ BIB/THE 300+ Bible/Theology Elective	3
___ Humanities Elective	3	___ History or Political Science Elective	3
___ Science Elective with Lab	4	___ Unrestricted Elective	3
___ CHR 103 Christian Service	<u>CR</u>	___ CHR 104 Christian Service	<u>CR</u>
	16		15

Third Year			
Fall			
___ BIB 320 Biblical Research	3	___ MIN 340 Principles of Christian Worship	3
___ HIS 310 History of American Christianity	3	___ MIN 430 Pastoral Care & Counseling	3
___ LSP 330 Small Group Leadership	3	___ THE 342 Systematic Theology 2	3
___ THE 341 Systematic Theology 1	3	___ Emphasis Course	3
___ Emphasis Course	3	___ Emphasis Course	3
___ Emphasis Course	3	___ Humanities Elective	3
___ CHR 105 Christian Service	<u>CR</u>	___ CHR 131 Christian Service	<u>CR</u>
	18		18

Fourth Year			
Fall		Spring	
___ BIB 400+ Bible Elective	3	___ LSP 410 Advanced Leadership❖	3
___ MIN 471 Ministry Residency	9	___ MIN 472 Ministry Residency	9
___ CHR 132 Chr. Svc. Ministry Emphasis	<u>CR</u>	___ THE 400+ Theology Elective	<u>3</u>
	12		15

\*ORN 090 does not count in total degree hours

\*\*See note on course requirements about Social/Behavioral Science requirements

❖Course is currently in development.

# Christian Ministry Department Emphases and Tracks

All Christian Ministry majors must choose either one "Emphasis" (12 hours) and two "Tracks" (6 hours each) or two "Emphases" (12 hours each). A combination of 24 hours is required.

## Christian Ministry Emphases

<b>Chaplaincy Emphasis (12)*</b>		<b>Social Justice Emphasis (12)</b>	
CHP 310 Principles of Chaplaincy	3	SJU 310 Theology of Social Justice	3
CHP 410 Clinical Pastoral Education	6	SJU 320 History of Social Justice	3
CHP 440 Adv Meth. of Practice in Chaplaincy	3	SJU 410 Contemp. Issues in Social Justice	3
* Chaplaincy Emphasis requires advisor approval		SJU 440 Social Justice Practicum	3
<b>Children's Ministry Emphasis (12)</b>		<b>Spiritual Formation Emphasis (12)</b>	
CED 410 Children's Ministry Programming	3	SFM 310 Movements in Christian Spirituality	3
FST 325 Social Trends in US Families	3	SFM 410 Spiritual Disciplines & Retreats	3
PSY 310 Educational Psychology	3	SFM 440 Spiritual Mentoring & Soul Care	3
SFM 320 Child Spirituality	3	LIT 335 Literature of C.S. Lewis	3
		-or- LIT 336 Modern Masters of Christian Lit.	3
<b>Counseling Emphasis (12)</b>		<b>Worship Ministry Emphasis (12)*</b>	
PSY 340 Principles of Counseling	3	MUS 020 Piano Proficiency Exam	0
PSY 443 Lab Experiences in Counseling	3	MUS 150 Intro. to Music Tech	3
PSY 444 Advanced Counseling Techniques	3	MUS 221 Intermediate Piano	1
PSY 300+ or FST 300+ Elective	3	MUS 240 Beginning Voice	1
		MUS 241 Intermediate Voice	1
<b>Family Emphasis (12)</b>		WOR 312 Worship History	3
FST 310 The Family	3	WOR 440 Worship Ministry	3
FST 325 Social Trends in US Families	3	*Worship Ministry Emphasis students must take THE 440- Biblical Theology of Worship, as their theology elective and MUS 105-Music Appreciation, as a humanities requirement (B.S.) or as an unrestricted elective (B.A.).	
FST 410 Major Family Theories	3		
FST 440 Family Life Education	3		
<b>Intercultural Emphasis (12)</b>		<b>Youth Ministry (12)</b>	
ICS 210 Spectrum in Global Missions	3	YMN 210 Adolescent Culture & Discipling	3
ICS 320 Intercultural Communications	3	YMN 310 Building Theol & Philo Youth Min.	3
ICS 420 Spiritual Warfare	3	YMN 410 Current Trends in Youth Ministry	3
PHL 330 Comparative Religions	3	YMN 425 Youth Ministry Prog. & Man.	3
<b>Pastoral Emphasis (12)</b>			
HOM 310 Expository Sermon Development	3		
HOM 410 Advanced Sermon Development	3		
PAS 310 Applied Ministry Lab	3		
THE 410 Mission & Theology of the Church	3		
<b>Residency Emphasis (18)**</b>			
MIN 471 Ministry Residency 1	9		
MIN 472 Ministry Residency 2	9		
**Residency Emphasis requires special permission.			

## Christian Ministry Tracks

### Bible/Theology Track (6)

BIB/THE____	Bible/Theology Elective	3
BIB/THE____	Bible/Theology Elective	3

### Children's Track (6)

CED 410	Children's Ministry Programming	3
SFM 320	Child Development & Spirituality	3

### Complementary Track (6)

A student must receive approval of the Academic Dean to enroll in this track. Credits are to be from a professional studies discipline approved by the Dean in consultation with the primary emphasis professor.

### Directed Field Experience (6)

DFE 452	Directed Field Experience 1	3
DFE 453	Directed Field Experience 2	3

### Family Track (6)

–choose 2 courses–

FST 310	The Family	3
FST 325	Social Trends & US Families	3
FST 410	Major Family Theories	3
FST 440	Family Life Education	3

### Intercultural Studies Track (6)

–choose 2 courses–

ICS 210	Spectrum in Global Missions	3
ICS 320	Intercultural Communications	3
ICS 420	Spiritual Warfare	3
PHL 330	Comparative Religions	3

### Pastoral Track (6)

–choose 2 courses–

HOM 310	Expository Sermon Development	3
HOM 410	Advanced Sermon Development	3
THE 410	Mission & Theology of the Church	3

### Social Justice Track (6)

–choose 2 courses–

SJU 310	Theology of Social Justice	3
SJU 320	History of Social Justice	3
SJU 410	Contemp. Issues in Social Justice	3
SJU 440	Social Justice Practicum	3

### Spiritual Formation Track (6)

–choose 2 courses–

SFM 310	Movement in Christian Spirituality	3
SFM 320	Child Development & Spirituality	3
SFM 410	Spiritual Disciplines & Retreats	3
SFM 440	Spiritual Mentoring & Soul Care	3

### Worship Music Track (6) ★

MUS 150	Introduction to Music Technology	3
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–and choose 3 other courses–

MUS 161	Masterworks Chorale	1
MUS 220	Beginning Piano	1
MUS 221	Intermediate Piano	1
MUS 222	Advanced Piano	1
MUS 230	Beginning Guitar	1
MUS 240	Beginning Voice	1
MUS 241	Intermediate Voice	1

★Worship Ministry Emphasis students cannot take the Worship Theology Track.

### Youth Track (6)

YMN 210	Adolescent Culture & Discip.	3
YMN 310	Building Theo & Philo Youth Min.	3

# Academic Programs

## General Studies Department

*Department Head:* Dr. William (Bill) Jenkins

[Our Faculty](#)

### Mission

The General Studies Department exists to educate, equip, and enrich Christians to be leaders through foundational studies that prepare students to read, study, and think critically.

### Objectives

Students completing the requirements in General Studies will:

1. Articulate in writing and speaking their own ideas about issues and arguments in written and oral discourse that demonstrate efficient use of grammar, mechanics, and style in a manner appropriate to the audience.
2. Recognize movements, theories, people, and works that have historically shaped Western culture in general and the Christian church in particular.
3. Demonstrate an understanding of the major concepts of the behavioral and social sciences.
4. Solve problems through logical reasoning and scientific method.
5. Demonstrate an integration of their studies into a Christian worldview.
6. Recognize the value of lifelong learning.
7. Demonstrate the ability to select and use the most appropriate technological tools and understand technology's impact on self and society.

# Associate of Arts

## Major: Bible and Leadership

### Required Courses

Total Hours: 63

**General Studies** **21**

**Foundational Core** **9**

COM 111 Written Composition I	3
COM 112 Written Composition II	3
COM 120 Public Speaking	3
ORN 090 Introduction to MCC Life	*1

**Social/Behavioral Sciences** **6**

Select 6 hours from two of the following disciplines: anthropology, economics, family studies, geography, psychology, sociology

**History or Political Science** **3**

Select 3 hours from one of the following disciplines: history, political science

**Math/Science/Stat/CIS** **3**

Math/Science/Stat/CIS Elective	3
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**Christian Ministry Core Elective** **6**

MIN 100+/LSP 330 Christian Ministry Core Elective	3
MIN 100+/LSP 330 Christian Ministry Core Elective	3

**Bible Major** **18**

BIB 113 Old Testament History	3
BIB 114 Poets & Prophets of the OT	3
BIB 211 Life & Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation**	3
THE 300+ Theology Elective	3

**Professional Studies Major** **6**

MIN 210 Evan. & Church Growth Strategies	3
MIN 220 Intro. to Teaching/Preaching	3

**Unrestricted Electives** **12**

Select 12 hours from any discipline

**Christian Service Credits** **3 CR**

CHR 101 Christian Service	CR
CHR 102 Christian Service	CR
CHR 103 Christian Service	CR

\*ORN 090 does not count in total degree hours

\*\*Students enrolled in BIB 220 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 320 and others. MCC students qualify for the educational discount.

## Associate of Arts Major: Bible and Leadership Suggested Course Schedule

First Year			
Fall			Spring
___ BIB 113 Old Testament History	3		___ BIB 114 Poets and Prophets of OT
___ COM 111 Written Composition	3		___ COM 112 Written Composition 2
___ COM 120 Public Speaking	3		___ CIS/Math/Science/Statistics Elective
___ MIN 100+/LSP 330 ChMinElec or SGLdr	3		___ History/Political Science Elective
___ Social Science Elective	3		___ Social Science Elective
___ ORN 090 Introduction to MCC Life	*1		___ CHR 102 Christian Service
___ CHR 101 Christian Service	<u>CR</u>		<u>CR</u>
	15		15

Second Year			
Fall			Spring
___ BIB 211 Life & Teaching Jesus	3		___ BIB 212 Christian Beginnings
___ BIB 220 Interpretation	3		___ MIN 100+ Christian Ministry Elective
___ MIN 210 Evan. & Church Growth Strat.	3		___ MIN 220 Intro to Preaching/Teaching
___ THE 300+ Theology Elective	3		___ Unrestricted Elective
___ Unrestricted Elective	3		___ Unrestricted Elective
___ Unrestricted Elective	3		<u>3</u>
___ CHR 103 Christian Service	<u>CR</u>		15
	16		

\*ORN 090 does not count in total degree hours

# Associate of Arts Major: General Studies

**Required Courses** **Total Hours: 63**

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# Associate of Arts

## Major: General Studies

### Suggested Course Schedule

First Year			
Fall		Spring	
___ BIB 113 Old Testament History	3	___ BIB 114 Poets and Prophets of OT	3
___ COM 111 Written Composition	3	___ COM 112 Written Composition 2	3
___ COM 120 Public Speaking	3	___ CIS/Math/Science/Statistics Elective	3
___ MIN 100+/LSP 330 ChMinElec or SGLdr	3	___ History/Political Science Elective	3
___ Social Science Elective	3	___ Social Science Elective	3
___ ORN 090 Introduction to MCC Life	*1	___ CHR 102 Christian Service	<u>CR</u>
___ CHR 101 Christian Service	<u>CR</u>		15
	15		

Second Year			
Fall		Spring	
___ BIB 211 Life & Teaching Jesus	3	___ BIB 212 Christian Beginnings	3
___ BIB 220 Interpretation	3	___ MIN 100+ Christian Ministry Elective	3
___ THE 300+ Theology Elective	3	___ Unrestricted Elective	3
___ Unrestricted Elective	3	___ Unrestricted Elective	3
___ Unrestricted Elective	3	___ Unrestricted Elective	<u>3</u>
___ Unrestricted Elective	3		15
___ CHR 103 Christian Service	<u>CR</u>		
	16		

\*ORN 090 does not count in total degree hours

# Academic Programs

## Distance Education Department

*Director of Non-Traditional Campuses:* Brody Bliss

Manhattan Christian College has made a commitment to global ministry leadership training. MCC's distance education courses are designed to provide busy adults the opportunity and flexibility to pursue the same regionally accredited biblical education that our on-campus students experience. The program is designed to enhance your current ministries and careers and put you on the road toward completion of a bachelor degree in Biblical Leadership or our popular Management and Ethics degree. Each course meets for eight weeks and earns three semester hours of credit.

Online students may take any two of the distance education courses during each 8-week term, and there are two 8-week terms per semester. Generally, students spend an average of 12-15 hours per week on each class. This may vary depending upon how quickly you read and complete your assignments.

### Mission

The Distance Learning Department exists to educate, equip, and enrich Christian leaders in any location, at any time to become more effective leaders in their churches and communities.

### Objectives

Upon completing the course of study in biblical leadership, a student will be able to . . .

- Demonstrate a general knowledge and understanding of the Christian canon and theological concepts
- Demonstrate an integration of their studies into leadership ministry
- Understand the basic principles of leadership in a healthy, growing church
- Perform the basic exegesis necessary for preaching, teaching, and Bible study
- Demonstrate a basic level of expertise of the skills necessary to perform practical ministry in the local church
- Have a basic understanding of the history of the church and the Stone-Campbell movement

### Requirements to Enter Degree Completion Program

Degree completion students must have completed 40 or more credits from accredited colleges, post-secondary institutions, or military service (credit for prior learning cannot be included as part of the 40). Students may be granted provisional admittance depending on individual circumstances. These credits will be applied to the required 72 hours of course credits in two categories: general education (42 hours) and unrestricted electives (30 hours).

A 21-hour Certificate of Biblical Leadership is available for those who do not wish to enter the degree-completion program.

### Technology, Time Management, and Netiquette

Students enrolled in online courses are responsible to ensure that they have the necessary technology (hardware and software) and adequate Internet access to complete the course(s). MCC uses the learning management system MCC *Online*. MCC *Online* is a course-management system designed to deliver an interactive web-based classroom to students. MCC *Online* extends and enhances course instruction, enabling students with time and geographic restrictions to take advantage of the flexibility of learning over the Internet.

The MCC *Online* web page ([www.mccks.edu/academics/online-degrees](http://www.mccks.edu/academics/online-degrees)) also offers several helps for students in the areas of time management, student services, and netiquette in e-mail and course message boards.

MCC's Distance Learning department prefers Microsoft Office as the primary software used for online coursework. The minimum recommendation for students is that they have Office 2013 - Home and Student Edition (Word, Excel, and PowerPoint) or Office 365 - Home Premium (Word, Excel, PowerPoint, Access, Publisher, and more). E-mail software (e.g. Outlook) is not required because it is suggested that student use the college web-based e-mail (MCC E-mail).

### Logos Bible Software

Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and other Bible courses. MCC students qualify for the educational discount.

## Netiquette for E-mail, Chat, and the Discussion Boards

It is hard for someone reading your communication to know your tone of voice and impossible for someone to read your body language or your facial expressions. These are all very important when we speak to someone. Netiquette is the way you express yourself when you are writing e-mails, in a chat with classmates, or posting on a discussion board. Here you will find tips on how to express yourself.

- Try to avoid ALL CAPS. IT GIVES THE IMPRESSION THAT YOU ARE SHOUTING!
- Acknowledge what someone else has said before posing a different viewpoint. If you disagree with someone, it is a good idea to start a message by briefly re-stating in your own words, what the other person said. This lets the other person know that you are trying to understand them.
- When presenting a controversial point of view, identify whose view it is. For example, "in my experience...." Or "according to the author...".
- If you feel the need to send an angry message, take a break. If you write out the message, don't send it immediately. Save it and look at it later. You may want to tone it down after you have re-read it.
- It is a good idea to check your spelling if you are posting to a discussion board before posting. It will be the first impression you make on someone.
- Remember that whatever you post to a newsgroup or bulletin board is public and may be copied and sent to others.
- When you post or e-mail someone with a question, make it as easy as possible for them to help you. Make your questions as clear and specific as possible, and provide as much information as possible.
- Keep your communications to the point. Some people pay for Internet access by the hour. The longer it takes to read your messages, the more it may cost them.

Be careful not to post unrelated comments or advertisements to your groups. This practice is known as **spamming** and will quickly lead to another unpleasant Internet practice, **flaming**. Sometimes you might offend someone unintentionally. Be prepared to receive some angry e-mail or be treated rudely by others in the group. This is called being **flamed**. If you attack back, you will spark a **flame war**. The best response usually is no response at all. You must be careful not to read into a message something that is not there and not to make judgments about where someone is coming from.

## Tips for Participating on a Discussion Board

Log on to your course discussion board every day or a minimum of 5 days a week.

- Think ideas through before responding. You do not want to respond to be considered flaming. It often helps to outline responses before responding. Be polite and respectful.
- It is often a good idea to write your response in Word (or other word processor) so that you can easily edit your response, then copy-n-paste your response to the message board.
- Use good communication skills. Keep your comments concise, but do meet the requirements posted for discussion by the instructor. Avoid brief affirmations such as "Amen", "Ditto", and "I

agree.” Do not quote or copy long passages from a previous post. Quote only the relevant portions to make your response clear.

- Pay careful attention to instructions. Be sensitive with your use of language.
- Use subject lines in your post to keep the flow going for a certain discussion item. Be sure to change the subject line if you are changing the direction of the discussion.
- Try to stay on track and respond directly to comments being made.

## E-Mail

All students enrolled in MCC’s distance education programs must have a MCC e-mail account. The college’s policy is that e-mail is the primary means of communication with students. Communication from faculty and all college departments will be primarily through the use of e-mail. MCC e-mail accounts are assigned when students enroll in the college. Questions can be directed to the MCC e-mail administrator at: [josh.simon@mccks.edu](mailto:josh.simon@mccks.edu).

## Christian Service

Students are required to be involved in their communities and churches each semester. Practical service activities enhance the college experience because students apply what they learn in the classroom in service to others. A variety of service activities can satisfy this requirement. See ‘Christian Service’ in the Academic Information section of the current catalog for more information.

## Credit by Non-Classroom Contact

Students may earn up to 30% (or 36) of the credit hours required for completion of the degree through non-classroom contact (e.g. credit-by-examination, credit for prior learning (CPL), military or job training, etc.). A maximum of 30 of the possible 36 semester credit hours may be by CPL. CPL credit is only awarded after a student enrolls and completes ORN 020, Introduction to Credit for Prior Learning. A per-credit-hour fee will be charged for credit granted. See ‘Credit for Prior Learning’ in the Academic Information section of the catalog for more information.

## Attendance

Students taking online courses are required to be active in the course each week of the course through various activities and assessments as assigned by the course instructor (e.g. message board postings, quizzes, or other activities). A student not active in (or attending) the course by Wednesday of the first week is subject to being administratively dropped from the course unless prior arrangements have been made with the instructor. All course work must be completed by the end of the eighth week.

## Distance Education Course Policy/Procedures

Students are responsible for their own enrollment maintenance. The policy and procedure can be found on pages 27-30 of this catalog.

### MCC Distance Education Course Refund Policy

This policy applies to all online courses that MCC currently offers. The typical MCC *Online* course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is found on page 18 of this catalog.

Students must request and complete the necessary paperwork to drop (or change status) for a course prior 5:00 pm, central time of the deadline. There are no refunds after the second week of any 8-week course. Students must be aware that total withdrawal during the semester may have an impact on the financial aid received by the student. Contact the Financial Aid office for details.

More information regarding MCC’s Distance program and courses is located on the MCC website: [www.mccks.edu/academics/online-degrees](http://www.mccks.edu/academics/online-degrees)

# DISTANCE EDUCATION DEPARTMENT

## Bachelor of Science in Biblical Leadership

Required Courses	Total	Hours
120		
<b>General Education</b>	<b>Total Hours:</b>	
42		
Written and Rhetorical Arts		9 hours
One written communication course		
One oral communication course		
One written or oral communication course		
Humanities		9 hours
Select hours from three separate disciplines: fine arts, languages, literature, music, or philosophy		
Science / Math		6 hours
One science course		
One science or math course		
Social Sciences		6 hours
Select hours from two separate disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology		
History / Political Science		6 hours
*HIS 310 History of American Christianity		
History or political science elective		
General Education Electives		6 hours
* = Required course		
<b><u>Bible / Theology</u></b>	<b><u>Total Hours: 24</u></b>	
<b>Bible</b>		
BIB 112 Survey of Old Testament Literature		3 hours
BIB 211 Life and Teachings of Jesus		3 hours
BIB 212 Christian Beginnings		3 hours
BIB 220 Interpretation		3 hours
BIB 300+ Bible Elective		3 hours
BIB 300+ Bible Elective		3 hours
<b>Theology</b>		
THE 330 Basic Christian Doctrine		3 hours
THE 436 Apologetics		3 hours
<b><u>Leadership / Ministry</u></b>	<b><u>Total Hours: 24</u></b>	
LSP 101 Foundations of Biblical Leadership		3 hours
LSP 201 Group Dynamics in Leadership		3 hours
LSP 301 Leadership Theories		3 hours
LSP 401 Leadership Administration		3 hours
MIN 210 Evangelism and Church Growth Strategies		3 hours
MIN 220 Introduction to Teaching and Preaching		3 hours
MIN 430 Pastoral Care and Counseling		3 hours
SFM 330 Small Group Ministry		3 hours
<b><u>Unrestricted Electives</u></b>	<b><u>Total Hours: 30</u></b>	
<b><u>Community Service</u></b>		
CHR 101 Christian Service		CR/NC
CHR 102 Christian Service		CR/NC
CHR 103 Christian Service		CR/NC

## Biblical Leadership Suggested Sequence:

<b>First Semester</b>			
8-wk Term			Credit Hrs
X	BIB 112	Survey of Old Testament Literature*	3
X	BIB 211	Life and Teachings of Jesus	3
Y	BIB 220	Interpretation*	3
Y	LSP 101	Biblical Foundations of Leadership	3
<b>Second Semester</b>			
8-wk Term			Credit Hrs
X	MIN 210	Evangelism and Church Growth Strategies	3
X	LSP 201	Group Dynamics in Leadership	3
Y	BIB 212	Christian Beginnings	3
Y	MIN 220	Introduction to Teaching and Preaching	3
<b>Third Semester</b>			
8-wk Term			Credit Hrs
X	LSP 301	Leadership Theories	3
X	THE 330	Basic Christian Doctrine	3
Y	BIB ____	Bible Elective (300+)	3
Y	SFM 330	Small Group Ministry	3
<b>Fourth Semester</b>			
8-wk Term			Credit Hrs
X	MIN 430	Pastoral Care and Counseling	3
X	THE 436	Apologetics	3
Y	BIB ____	Bible Elective (300+)	3
Y	LSP 401	Leadership Administration	3
<b>Christian Service</b>			
	CHR 101	Christian Service	CR/NC
	CHR 102	Christian Service	CR/NC
	CHR 103	Christian Service	CR/NC

\*Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and used in other Bible courses. MCC students receive the educational pricing.

# DISTANCE EDUCATION DEPARTMENT

## Bachelor of Science in Management and Ethics (online)

<b>Required Courses</b>	<b>Total Hours 120</b>
<b>General Education</b>	<b>Total Hours: 42</b>
Written and Rhetorical Arts	9 hours
One written communication course	
One oral communication course	
One written or oral communication course	
Humanities	9 hours
*Business Communication course	
Select hours from two separate disciplines: fine arts, languages, literature, music, or philosophy	
Science / Math / Statistics	9 hours
One science course	
One science or math course	
*Business Statistics (STA 210 or above)	
Social Sciences	6 hours
Select hours from two separate disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology	
History / Political Science	3 hours
History or political science elective	
General Education Electives	6 hours
* = Required course	
<b>Bible/Ethics Courses</b>	<b>Total Hours: 18</b>
<b>Bible</b>	
BIB 112 - Old Testament Survey	3 hours
BIB 211 - Life and Teachings of Jesus	3 hours
BIB 212 - Christian Beginnings	3 hours
BIB 220 - Interpretation	3 hours
<b>Theology</b>	
THE 330 - Basic Christian Doctrine	3 hours
THE 435 - Christian Ethics	3 hours
<b>Management Courses</b>	<b>Total Hours: 30</b>
MAN 110 - Basic Leadership Principles	3 hours
MAN 210 - Introduction to Management & Ethics	3 hours
MAN 310 - Economics for Managers	3 hours
MAN 320 - Accounting for Managers	3 hours
MAN 330 - Introduction to Marketing	3 hours
MAN 340 - Managerial Finance	3 hours
MAN 410 - International Issues in Business	3 hours
MAN 420 - Organizational Behavior and Change	3 hours
MAN 430 - Case Studies in Management Ethics	3 hours
MAN 440 - Business Strategies (Capstone course)	3 hours
<b>Unrestricted Electives</b>	<b>Total Hours: 30</b>
<b>Christian Service Credits</b>	
CHR101 - Christian Service	CR/NC
CHR102 - Christian Service	CR/NC
CHR103 - Christian Service	CR/NC

## Management & Ethics Suggested Sequence:

<b>First Semester</b>			
8-wk Term			Credit Hrs
X	MAN 110	Basic Leadership Principles	3
X	BIB 112	Old Testament Survey*	3
Y	MAN 210	Introduction to Management & Ethics	3
Y	BIB 220	Interpretation*	3
<b>Second Semester</b>			
8-wk Term			Credit Hrs
X	MAN 310	Economics for Managers	3
X	BIB 211	Life and Teachings of Jesus	3
Y	BIB 212	Christian Beginnings	3
Y	MAN 320	Accounting for Managers	3
<b>Third Semester</b>			
8-wk Term			Credit Hrs
X	MAN 330	Introduction to Marketing	3
X	THE 330	Basic Christian Doctrine	3
Y	MAN 340	Managerial Finance	3
Y	MAN 410	International Issues in Business	3
<b>Fourth Semester</b>			
8-wk Term			Credit Hrs
X	THE 439	Christian Ethics	3
X	MAN 420	Organizational Behavior and Change	3
Y	MAN 430	Case Studies in Management Ethics	3
Y	MAN 440	Business Strategies (Capstone course)	3
<b>Christian Service</b>			
	CHR 101	Christian Service	CR/NC
	CHR 102	Christian Service	CR/NC
	CHR 103	Christian Service	CR/NC

\*Students enrolled in BIB 112 will be charged a fee for the Logos Bible Software [Bronze Edition]. The software is also required in BIB 220 and used in other Bible courses. MCC students receive the educational pricing.



# Leadership Studies

The Leadership Studies Core in the curriculum provides intentionality in fulfilling the institution's mission of "educating, equipping, and enriching Christian leaders." Four courses focus on different aspects of leadership for Christians to be used in both church and the workplace. All students are required to complete this 12-hour core as a part of their graduation requirements.

## Mission

The Leadership Studies Core exists to educate, equip, and enrich Christians to be leaders.

## Objectives

Students completing the requirements in Leadership Studies will:

1. Understand basic leadership theory in a variety of areas including, but not limited to, vision, admiration, delegation, and confrontation resolution.
2. Understand and use the Bible as the foundation for leadership theory and practice.
3. Understand and effectively engage group dynamics.
4. Demonstrate skills in instruction.
5. Demonstrate competencies in performing administrative tasks.
6. Identify his/her own personal level of leadership giftedness.
7. Serve in a variety of contexts (Christian Service).

# Library/Learning Resources

*Director of Library Resources:* Mary Ann Buhler

*Reference Librarian:* Ron Ratliff

The library is located on the 3<sup>rd</sup> and 2<sup>nd</sup> floor of Jolliffe Hall. In its current location the library is ADA (Americans with Disabilities Act) compliant. The staff uses the Library of Congress classification system. The library contains over 30,000 volumes and over 3,000 bound and unbound journals. The EOSWeb Express automation system provides public access, computerized card catalog, and circulation control. In addition, patrons have access to several on-line databases, interlibrary loan, the OCLC database, reference assistance, computer access, CD-Roms, and a photocopy machine. Through a formal cooperative agreement with Kansas State University, MCC students, faculty, and staff enjoy full access to the KSU Hale Library system. The Learning Resources Committee assists the director of library services. The committee consists of faculty and student representation and is chaired by the library director. Through monthly meetings the committee provides oversight of various aspects of library operations. The committee functions as an advisory and steering committee to the library director. It provides evaluative decision-making to assist in setting policy for major improvements within the library, assigns portions of the library acquisitions monies to appropriate faculty for purchases in their curricular area, and entertains requests for special purchases for the library and its patrons.

## Mission

In harmony with the mission of Manhattan Christian College, the mission of the library is “educating, equipping, and enriching” the students, staff, faculty, administration, and community of MCC. This mission is primarily centered in the instructional tasks of the college, focusing on curricular support of students and teaching faculty of the college. This means the library’s mission includes both “educating” and “equipping,” terms defined here to encompass both liberal arts and professional instruction. The library’s mission, therefore, includes providing facilities, staff assistance, patron orientation, and material – print and non-print media – appropriate for most of the support for the curriculum, and at least some of the support of faculty research. The library’s mission also includes “enrichment” - which is here defined as support for personal growth, providing a place and media for non-technical and recreational reading and other activities, as appropriate and feasible.

## Vision

The library seeks to provide instructional support and learning resources by combining elements of a traditional “liberal arts” education with professional and pre-professional training for various aspects of ministry for students, staff, faculty, administration, and the community.

## Objectives

To achieve its vision and mission, the library will...

- seek budget increases to a percentage which reflects the ideal of the ABHE’s recommended level of 6% of “G & E” expenditures of the college.
- seek augmented budgetary funding for the library through various sources of revenue including (a) a library use fee, (b) memorial gifts, (c) application for funding from grant proposals.
- seek to provide onsite and remote access to materials needed to support the curriculum and faculty research.
- provide library orientation and instructional assistance to all patrons.
- seek to enhance resource sharing services by providing access to additional materials supporting the curriculum and faculty research.
- seek to enlarge and enhance library facilities by completing the renovation of an existing campus building into a state-of-the-art library.
- seek to acquire and maintain the necessary equipment and technology to support developing programs.

- seek to acquire and regularly update computer hardware and software necessary to access and display electronic information resources.
- enhance the current systems by acquiring an automated, integrated library system for cataloging, public access, and circulation services.
- participate in library consortia to enhance library.

# Course Descriptions

In order to provide clarity for both faculty, students and inquirers regarding the academic course offerings at Manhattan Christian College, a set of general guidelines have been established to use in determining the area of discipline, course structure, organization, and degree of difficulty or sophistication. The letters in the prefix relates to the area of discipline that course represents. The academic discipline areas at MCC are:

BIB	Bible	MAN	Management
CED	Christian Education	MAT	Math
CHR	Christian Service	MIN	Ministries
CHP	Chaplaincy	MUS	Music
CIS	Computing and Information Systems	ORN	Orientation
COM	Communication	PAS	Pastoral
ECN	Economics	PHL	Philosophy
FST	Family Studies	PSY	Psychology and Counseling
HIS	History	SAN	Sociology and Anthropology
HOM	Homiletics	SCI	Science
HPW	Health and Physical Wellness	SFM	Spiritual Formation
ICS	Intercultural Studies	STA	Statistics
LAN	Languages	THE	Theology
LIT	Literature	WOR	Worship
LSP	Leadership	YMN	Youth Ministry

The first number in the sequence designates the course level. The courses at MCC are developed based on the following guidelines:

**Lower Division Courses** are offered at the 100- and 200- levels while having the following characteristics:

- Lower division courses generally do not have college-level prerequisites unless there are courses taken in sequence such as Written Composition I and Written Composition II.
- Lower division courses usually are not limited to students majoring in the discipline in which the course is listed.
- Lower division courses primarily are introductory, survey, or basic concept oriented courses.

**Upper Division Courses** are offered at the 300- and 400- levels while having the following characteristics:

- Upper division courses generally require substantial college-level preparation and/or prerequisites on the part of the student.
- Upper division courses usually are more specialized courses taken within the student's major field of study or emphasis.
- Upper division courses often provide a capstone experience.

**Course Level Descriptions** reflect levels of learning. In order to provide those descriptions, the principles of Bloom's Taxonomy are used as a basis. The following chart provides working guideline descriptions for each course level.

Level	Description	Bloom's Taxonomy
100	Initial immersion in the academic discipline without expectation of previous exposure at the college level	Knowledge and Comprehension
200	Secondary immersion in the academic discipline to provide more familiarity within that study	Knowledge, Comprehension, and Application

300	Deepened immersion with special attention to the application and analysis within the specific discipline	Knowledge, Comprehension, Application, and Analysis
400	Evaluative experience providing synthesis with the discipline through inquiry and methodology	Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation

**Assessment Language** based on Bloom’s Taxonomy and these levels of learning should use the following terminology:

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
List	Summarize	Solve	Analyze	Design	Evaluate
Name	Explain	Illustrate	Organize	Hypothesize	Choose
Identify	Interpret	Calculate	Deduce	Support	Estimate
Show	Describe	Use	Contrast	Schematize	Judge
Define	Compare	Interpret	Compare	Write	Defend
Recognize	Paraphrase	Relate	Distinguish	Report	Criticize
Recall	Differentiate	Manipulate	Discuss	Justify	
State	Demonstrate	Apply	Plan		
Visualize	Classify	Modify	Devise		

The second number in the sequence is a descriptor of the category within the discipline as designated in the prefix. For example, the “1” designates sociology and “2” designates anthropology in the SAN discipline.

The third number in the sequence describes whether the course is a foundational stand alone course which is designated with a “0” or a group of courses that are in sequence which is designated in numerical order.

The MCC academic calendar is based on semesters. Prerequisites may be waived by the instructor when a student has shown readiness. Courses and their descriptions, including frequency of the course offering, may change, be added or be deleted. A line schedule showing all courses, including a required textbook list, offered for a specific semester is published prior to preregistration for that semester. Courses with insufficient preregistration or registration may be canceled.

## **BIBLE (BIB)**

### **BIB 112 Survey of Old Testament Literature 3 hours**

This course is a general survey of the literature of the Old Testament from Genesis through Malachi.  
Offered: each semester

### **BIB 113 Old Testament History 3 hours**

This course is a study of the historical sections of the Old Testament from Genesis to Esther.  
Offered: fall

### **BIB 114 Poets and Prophets of the Old Testament 3 hours**

This course is a study of the poetic and prophetic literature of the Old Testament from Job to Malachi.  
Offered: spring

### **BIB 211 Life and Teachings of Jesus 3 hours**

This course is a study of the life of Christ based on a selected gospel.  
Offered: each semester

- BIB 212 Christian Beginnings** **3 hours**  
 This course is a study of the history of the beginning of the church primarily focusing on the ministry of Paul and his writings plus the writings of others to those early Christians.  
 Offered: each semester
- BIB 220 Interpretation** **3 hours**  
 This course is an introduction to the interpretation of scripture introducing students to principles of interpretation and exegetical methods and tools with special focus given to understanding principles of interpreting different forms of scriptural literature.  
 Offered: each semester
- BIB 320 Biblical Research** **3 hours**  
 This course is the application of historical and linguistic research to a specific book from the Old Testament and to a specific book from the New Testament. The course serves as an introduction to the Greek and Hebrew languages, including the respective alphabets, basic historical and grammatical features and terminology, and the application of linguistics insights to biblical research. The course will also introduce significant research tools, resources, and methodologies. Students will do primary research in biblical texts and other ancient texts relevant to the historical, cultural, and social world of the Bible. Students will also learn methods of utilizing and evaluating significant scholarly literature.  
 Offered: fall only; Prerequisite: BIB 220
- BIB 331 Epistles: 1 Corinthians** **3 hours**  
 This course is an exegetical study and exposition of 1 Corinthians.  
 Offered: each semester; Prerequisites: BIB 212, BIB 220
- BIB 332 Epistles: 2 Corinthians** **3 hours**  
 This course is an exegetical study and exposition of 2 Corinthians.  
 Offered: on demand; Prerequisites: BIB 212, BIB 220
- BIB 333 Epistles: Galatians & James** **3 hours**  
 This course is an exegetical study and exposition of Galatians and James.  
 Offered: on demand; Prerequisites: BIB 212, BIB 220
- BIB 334 Epistles: The Prison Epistles** **3 hours**  
 This course is an exegetical study and exposition of Ephesians, Philippians, Colossians, and Philemon.  
 Offered: on demand; Prerequisites: BIB 212, BIB 220
- BIB 335 Epistles: 1 & 2 Thessalonians** **3 hours**  
 This course is an exegetical study and exposition of 1 and 2 Thessalonians.  
 Offered: on demand; Prerequisites: BIB 212, BIB 220
- BIB 336 Epistles: Hebrews** **3 hours**  
 This course is an exegetical study and exposition of Hebrews.  
 Offered: each semester; Prerequisites: BIB 212, BIB 220
- BIB 337 Epistles: Pastoral Epistles** **3 hours**  
 This course is an exegetical study and exposition of 1 and 2 Timothy and Titus.  
 Offered: each semester; Prerequisites: BIB 212, BIB 220
- BIB 338 Epistles: 1 & 2 Peter and Jude** **3 hours**  
 This course is an exegetical study and exposition of 1 and 2 Peter and Jude.  
 Offered: on demand; Prerequisites: BIB 212, BIB 220

<b>BIB 410 Bible Lands and Cultures</b>	<b>3 hours</b>
This course is an exploration of the geography and cultures of the Bible through instructor led tours. Offered: on demand	
<b>BIB 420 The Book of Acts</b>	<b>3 hours</b>
This course is an in-depth study of the first century church as described in The Book of Acts. Offered: on demand; Prerequisites: BIB 212, BIB 220	
<b>BIB 423 Epistles: Greek Exegesis I</b>	<b>3 hours</b>
See course description under LAN 421. Offered: on demand; Prerequisite: LAN 322	
<b>BIB 424 Epistles: Greek Exegesis II</b>	<b>3 hours</b>
See course description under LAN 422. Offered: on demand; Prerequisite: LAN 322	
<b>BIB 426 The Gospel of John</b>	<b>3 hours</b>
This course is an advanced in-depth exegetical study of the life of Christ as written in the Gospel of John, the one non-synoptic gospel. Offered: on demand; Prerequisites: BIB 211, BIB 220, junior status	
<b>BIB 427 Romans</b>	<b>3 hours</b>
This course is an advanced in-depth exegetical study of the book of Romans. Offered: on demand; Prerequisites: BIB 212, BIB 220, junior status	
<b>BIB 428 Revelation</b>	<b>3 hours</b>
This course is an advanced in-depth exegetical study of the book of Revelation. Offered: on demand; Prerequisites: BIB 212, BIB 220, junior status	
<b>BIB 429 Other New Testament Writings <del>LEAD</del></b>	<b>3 hours</b>
This course is a study of Hebrews; James; I and II Peter; I, II, and III John; and Jude with special emphasis on the ethical elements found in these books. Offered: on demand	
<b>BIB 441 Critical Introduction to the New Testament</b>	<b>3 hours</b>
This course is a study of New Testament writings with attention to such questions as date, authorship, destination, background, genre, unity, and purpose. Canon and textual issues are included with an emphasis on well-known critical problems of each book. Offered: fall, even years; Prerequisites: BIB 212, BIB 220, junior status	
<b>BIB 442 Critical Introduction to the Old Testament</b>	<b>3 hours</b>
This course is an analytical study of the various canonical books of the Old Testament focusing primarily on such matters as date, authorship, historical background, unity, and purpose with an emphasis on well-known critical problems of each book. Offered: fall, odd years; Prerequisites: BIB 113, BIB 114, BIB 220, junior status	
<b>BIB 443 Genesis</b>	<b>3 hours</b>
An advanced exegetical study of the book of Genesis. Course includes critical introduction. Offered: on demand; Prerequisites: BIB 114, BIB 220; Recommended: BIB 113, junior status	
<b>BIB 444 Hebrew Wisdom Literature</b>	<b>3 hours</b>
This course is an expository study of Hebrew wisdom literature including canonical and non-canonical books, including Job, Proverbs, Ecclesiastes, Song of Solomon, Lamentations, Ecclesiastes, Wisdom of Solomon, and selected Psalms. Offered: each semester; Prerequisites: BIB 114 (or BIB 112), BIB 220; Recommended: BIB 113	

**BIB 445 Isaiah** **3 hours**

This course is an expository study of the book of Isaiah with attention to developing a sound methodology for interpreting prophetic texts.

Offered: fall, even years; Prerequisites: BIB 114, BIB 220; Recommended: BIB 113

**BIB 446 Eighth-Century Prophets** **3 hours**

This course is an expository study of Jonah, Hosea, Amos, Isaiah, and Micah with attention to developing a sound methodology for interpreting prophetic texts.

Offered: fall, even years; Prerequisites: BIB 114, BIB 220; Recommended: BIB 113

**BIB 447 Seventh-Century Prophets** **3 hours**

This course is an expository study of Nahum, Zephaniah, Habakkuk, and selected portions of Jeremiah with attention to developing a sound methodology for interpreting prophetic texts.

Offered: spring, odd years; Prerequisites: BIB 114, BIB 220; Recommended: BIB 113

**BIB 448 Sixth and Fifth Century Prophets** **3 hours**

This course is an expository study of Ezekiel, Daniel, Haggai, Zechariah, and Malachi with attention to developing a sound methodology for interpreting prophetic texts.

Offered: fall, odd years ; Prerequisites: BIB 114, BIB 220; Recommended: BIB 113

**BIB 449 Prelude to the Gospels** **3 hours**

This course is a background study to the New Testament that begins with the end of the Babylonian Exile in 539 BC and continues to conclusion of the Jewish nation as seen in the Bar-Kochba Revolution in AD 135, the fall of Masada in AD 73, and the fall of Jerusalem in AD 70.

Offered: spring, even years; Prerequisites: BIB 113, BIB 220

## **CHAPLAINCY (CHP)**

**CHP 310 Principles of Chaplaincy** **3 hours**

This course is an overview of chaplaincy as a profession. Theories, foundational attending skills, and other fundamental practices of chaplaincy will be presented and discussed.

Prerequisite: Instructor Consent

**CHP 410 Clinical Pastoral Education** **6 hours**

This course provides a practical chaplaincy experience at an approved clinical site. A minimum of 400 hours of supervised clinical experience is required. Within CPE the learner will demonstrate the ability "to make use of the clinical process and the clinical method of learning." The group experience is intended to contribute to the learner's intrapersonal development and equip the learner to interact with peers in a deepening of cognitive, affective, behavioral, and spiritual understanding. The student will earn one unit of Clinical Pastoral Education (CPE) credit through the College of Pastoral Supervision and Psychotherapy (CPSP) upon successful completion of CPE. There is an additional fee required for this course.

Prerequisite: CPE 310, Instructor consent.

**CHP 440 Advanced Methods of Practice in Chaplaincy** **3 hours**

This course is a post-clinical practice opportunity for continued development in chaplaincy. The learner's clinical experiences will provide a framework for working in increasing depth toward competencies of clinical chaplains.

Prerequisite: Instructor Consent

## CHRISTIAN EDUCATION (CED)

### **CED 410 Children's Ministry Programming**

**3 hours**

This course assists students in developing the skills necessary for the overall facilitation of ministry with children in the church. The course emphasizes intergenerational programming, partnership with parents, and best teaching environments for children. A focus will also be placed on administrative responsibilities.

Offered: spring, even years; Prerequisite: MIN 220, PSY 120

## CHRISTIAN SERVICE PROGRAM (CHR)

Four-year degree students must complete seven Christian Service projects, two-year degrees students must complete three Christian Service projects. LEAD and Distance Education students are required to complete three projects.

### **CHR 101 Christian Service Project**

**CR/NC**

This project for first semester.

### **CHR 102 Christian Service Project**

**CR/NC**

This project for second semester. Prerequisite: CHR 101

### **CHR 103 Christian Service Project**

**CR/NC**

This project for third semester. Prerequisite: CHR 102

### **CHR 104 Christian Service Project**

**CR/NC**

This project for fourth semester. Prerequisite: CHR 103

### **CHR 105 Christian Service Project**

**CR/NC**

This project for fifth semester. Prerequisite: CHR 104

### **CHR 106 Christian Service Project**

**CR/NC**

This project for sixth semester, for Bible & Leadership / DDP students only. Prerequisite: CHR 105

### **CHR 107 Christian Service Project**

**CR/NC**

This project for seventh semester, for Bible & Leadership / DDP students only. Prerequisite: CHR 106

### **CHR 131 Christian Service Project: Christian Ministry Emphasis**

**CR/NC**

This project requires service within the emphasis area of a Christian Ministry major, in consultation with primary emphasis professor.

### **CHR 132 Christian Service Project: Christian Ministry Emphasis**

**CR/NC**

This project requires service within the emphasis area of a Christian Ministry major, in consultation with primary emphasis professor. Prerequisite: CHR 131

## COMPUTING AND INFORMATION SYSTEMS (CIS)

### **CIS 110 Introduction to Personal Computing**

**3 hours**

This course is an introduction to the microcomputer including the use of a word processor, spreadsheet, and database.

Offered: each semester

## **COMMUNICATION (COM)**

### **COM 100 Yearbook**

**1 hour**

This course assists the production of the yearbook for the college in a "hands-on" course. The yearbook provides a history, reference, and a memory book for all staff members and students at MCC. Yearbook production is a team function with each person learning the fundamentals and contributing within his/her expertise.

Offered: each semester

### **COM 111 Written Composition I**

**3 hours**

This course is the practice in writing a wide range of discourse for a wide variety of purposes and audiences including a focus on research skills. Instruction will be given in all aspects of the composing process: invention, drafting, revision, and proofreading.

Offered: each semester

### **COM 112 Written Composition II**

**3 hours**

This course is the practice in writing a wide range of discourse focusing on developing the ability to write persuasively and informatively.

Offered: each semester; Prerequisite: COM 111

### **COM 114 Business Communication ~~LEAD~~**

**3 hours**

This course is designed to develop written skills, visual layout, organization, grammar, and spelling skills.

Offered: fall

### **COM 120 Public Speaking**

**3 hours**

This course is the consideration of both the theory and practice of public speaking to acquaint students with the dynamic components of oral communication. The course provides experiences in reasoning and in constructing and presenting speeches.

Offered: each semester

### **COM 214 Interpersonal Communication**

**3 hours**

This course is an introduction to the basic principles of communication through examination of variables involved in several types of one-to-one, or interpersonal, communication situations.

Offered: on demand

### **COM 239 Communication Concepts ~~LEAD~~**

**3 hours**

This course is an introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

Offered: each semester

### **COM 310 General Phonetics**

**3 hours**

This course emphasizes the description and classification of speech sounds according to point and manner or articulation. It will include transcription in the International Phonetic Association alphabet and study in the sounds of languages which could be encountered in cross-cultural situations. Cross-listed as ICS 310.

Offered: on demand

### **COM 320 Intercultural Communication**

**3 hours**

This course is the study of the dynamic interaction of communication and culture and the process of inducing change in the intercultural settings. Special consideration will be given to learning a new language, tools, methodologies, and development of specific intercultural communication skills with practical experience in language learning. Cross-listed as ICS 320.

Offered: spring; Prerequisites: SAN 220 and COM 120 or COM 214

## **ECONOMICS (ECN)**

### **ECN 110 Principles of Macroeconomics**

**3 hours**

This introductory course is designed to provide a systematic approach to the two main issues of macroeconomics: what causes an economy to grow over time and what causes economies to grow unevenly over time. In studying these issues, the following topics are explored: growth, output, prices, employment, aggregate supply and demand, inflation, international trade, and money and banking. The emphasis in this course will be on assisting the student to better understand economic policy and make better choices as a manager of resources.

Offered: fall

### **ECN 120 Principles of Microeconomics**

**3 hours**

This introductory course is designed to provide a systematic approach to the study of human behavior in a market system. It will explore the role of prices and markets in an economy with an emphasis on economic tools needed to better understand economic policy and make better choices as a manager of resources.

Offered: spring

## **FAMILY STUDIES (FST)**

### **FST 310 The Family**

**3 hours**

This course is a study of the various aspects of family life. A researched-based approach to marriage, singleness, parenting, life stages, family resource management, divorce, cohabitation, and other issues related to the nature of the family will be presented and discussed.

Offered: spring

### **FST 325 Social Trends in U.S. Families**

**3 hours**

This course will provide an overview of the major contemporary social trends (history, etc.) influencing families in the United States. Family Systems Theory and some elements of Ecological Theory will be the guiding frameworks for understanding the scope of influence on families and society.

Offered: fall; Recommended: FST 310

### **FST 330 Human Sexuality**

**3 hours**

This course is a study of fundamentals of human sexuality including belief and behaviors, anatomy, development, dysfunction, and relationships.

Offered: on demand; Prerequisite: PSY 110

### **FST 410 Major Family Theories**

**3 hours**

This course will present an overview of the major family theories including theoretical assumptions, terms, concepts, and applications.

Offered: spring; Recommended: FST 310, FST 325

### **FST 440 Family Life Education**

**3 hours**

This course provides an overview of the philosophies and practices of family life education. The ten substance areas of certified family life educators will be introduced. Methodology in needs assessment, programming, and evaluation will be presented and applied. This class will primarily focus on "front-end" education while also considering intervention strategies regarding family life.

Offered: spring; Recommended: FST 310

## **HISTORY (HIS)**

### **HIS 131 History of Western Civilization I**

**3 hours**

This course is the study of western civilization from earliest times until 1715 with special emphasis placed on major social, political, economic, and cultural movements shaping western civilization.  
Offered: fall

### **HIS 132 History of Western Civilization II**

**3 hours**

This course is the study of western civilization from the eighteenth through the twentieth centuries with special emphasis given to the economic, social, cultural, and political factors which have shaped our modern world.  
Offered: spring

### **HIS 310 History of American Christianity**

**3 hours**

This course is the study of the church in America with special focus on American evangelization and the influence of the 19<sup>th</sup> century Restoration Movement from the earliest time to modern day.  
Offered: each semester; Prerequisite: Sophomore status

### **HIS 330 The Rise and Decline of the Roman Empire to 500 AD**

**3 hours**

This course is an examination of Rome's origin, early monarchy, republican government, imperial government, and eventual collapse and fall. Economics, expansion, military and warfare, cultural and sociological issues are addressed. Contact with ancient civilizations, political reforms and religious movements are also analyzed in context to the shaping of the Empire.  
Offered: on demand; Recommended: Sophomore status

### **HIS 441 History of Christianity**

**3 hours**

This course is a historical survey of Christianity from its beginning to the present time. Special attention is given to the people and movements which have shaped the development of the church and the Christian world.  
Offered: each semester  
Recommended: HIS 132

### **HIS 455 Perspectives on the World Judeo-Christian Movement**

**3 hours**

This course is an analysis of the historic development and impact of Christianity as an international social and cultural movement, with special emphasis on its role in the development and social change among non-western cultures.  
Offered: spring

## **HOMILETICS (HOM)**

### **HOM 310 Expository Sermon Development**

**3 hours**

This course is an intermediate homiletics course that focuses on the development and delivery of expository sermons. Particular attention is given to sermons that are based on sound biblical exegesis.  
Offered: fall; Prerequisite: BIB 220, MIN 220

### **HOM 410 Advanced Sermon Development**

**3 hours**

This course is an advanced homiletics course that involves developing and delivering narrative and inductive expository sermons. A variety of literary forms in the Bible are used, such as poetry, narrative, parable, proverb, epistle, and apocalyptic.  
Offered: spring; Prerequisite: HOM 310

## HEALTH AND PHYSICAL WELLNESS (HPW)

### **HPW 121 Varsity Athletics/Volleyball**

1 hour

This course is designed for experienced female volleyball players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall; Prerequisite: instructor permission

### **HPW 141 Varsity Athletics/Women's Basketball**

1 hour

This course is designed for experienced female basketball players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: each semester; Prerequisite: instructor permission

### **HPW 142 Varsity Athletics/Men's Basketball**

1 hour

This course is designed for experienced male basketball players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: each semester; Prerequisite: instructor permission

### **HPW 171 Varsity Athletics/Women's Soccer**

1 hour

This course is designed for experienced female soccer players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall; Prerequisite: instructor permission

### **HPW 172 Varsity Athletics/Men's Soccer**

1 hour

This course is designed for experienced male soccer players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall; Prerequisite: instructor permission

### **HPW 182 Varsity Athletics/Men's Baseball**

1 hour

This course is designed for experienced male baseball players with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: spring; Prerequisite: instructor permission

### **HPW 191 Varsity Athletics/Women's Cross Country**

1 hour

This course is designed for experienced female cross country runners with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall; Prerequisite: instructor permission

### **HPW 192 Varsity Athletics/Men's Cross Country**

1 hour

This course is designed for experienced male cross country runners with an emphasis on team participation and sportsmanship in intercollegiate competition. This course may be repeated for credit.

Offered: fall; Prerequisite: instructor permission

## INTERCULTURAL STUDIES (ICS)

### **ICS 210 Spectrum in Global Missions**

**3 hours**

This course is an analysis of the historic development and impact of Christianity as an international social and cultural movement, with special emphasis on its role in the development and social change among non-western cultures.

Offered: fall

### **ICS 310 General Phonetics**

**3 hours**

This course emphasizes the description and classification of speech sounds according to point and manner or articulation. It will include transcription in the International Phonetic Association alphabet and study in the sounds of languages which could be encountered in cross-cultural situations. Cross-listed as COM 310.

Offered: on demand

### **ICS 320 Intercultural Communication**

**3 hours**

This course is the study of the dynamic interaction of communication and culture and the process of inducing change in the intercultural settings. Special consideration will be given to learning a new language, tools, methodologies, and development of specific intercultural communication skills with practical experience in language learning. Cross-listed as COM 320.

Offered: spring; Prerequisite: COM 120 or COM 214, SAN 220

### **ICS 340 Intercultural Orientation to Directed Field Experience**

**CR/NC**

This course provides orientation on developing goals, itineraries, budgets, and support raising for the student's D.F.E. Special attention will be given to intercultural challenges. The successful completion of ICS 340 will allow the student to have chosen a location for the D.F.E. with an assigned field supervisor.

Offered: fall; Prerequisite: junior status

### **ICS 420 Spiritual Warfare**

**3 hours**

This course is the study of basic principles of biblical spiritual warfare addressed with a historical sketch of Animism, dynamics of demonization, and spiritual authority. Other spiritual conflicts with the New Age Movement, witchcraft, magic, spirit worship, and reincarnation will also be examined.

Offered: spring; Recommended: junior status

## LANGUAGES (LAN)

### **LAN 221 Introduction to Greek I**

**4 hours**

This course is an introduction to New Testament Greek emphasizing inflection and syntax.

Offered: fall; Recommended: COM 111, COM 112

### **LAN 222 Introduction to Greek II**

**4 hours**

This course is a continuation of LAN 221 and includes work in translating.

Offered: spring; Prerequisite: LAN 221

### **LAN 231 Elementary Hebrew I**

**3 hours**

This course is a beginning course in Hebrew grammar stressing vocabulary, sentence structure, forms, and accents. No previous study of the language is required.

Offered: fall, odd years; Recommended: COM 111, COM 112

### **LAN 232 Elementary Hebrew II**

**3 hours**

This course is a continuation of LAN 231 building on the previous study of Hebrew grammar emphasizing readings from the Hebrew Bible.

Offered: spring, even years; Prerequisite: LAN 231

**LAN 321 Intermediate Readings & Syntax I** **3 hours**

This course is a study of vocabulary development and Greek syntax for reading and exegesis in the New Testament with emphasis on increased vocabulary development and reading different types of New Testament Greek literature, analysis of syntax, and principle of exegesis.

Offered: fall; Prerequisite: LAN 222

**LAN 322 Intermediate Readings & Syntax II** **3 hours**

This course is a continuation of LAN 321 with an introduction to paleography (biblical manuscripts), textual criticism, rhetorical analysis, and readings in classical Greek.

Offered: spring; Prerequisite: LAN 321

**LAN 421 Advanced Greek I** **3 hours**

This course is an in-depth study of exegetical methods, procedures, and other issues in the Greek New Testament encountered in reading selected Greek texts with emphasis on the role of Greek exegesis in addressing problems of interpretation. This course may be used as a BIB 400+ requirement.

Offered: on demand; Prerequisite: LAN 322

**LAN 422 Advanced Greek II** **3 hours**

This course is an in-depth study of exegetical methods, procedures, and other issues in the Greek New Testament with emphasis on the epistles or later New Testament writings. This course may be used as a BIB 400+ requirement.

Offered: on demand Prerequisite: LAN 421, or permission of instructor

## **LITERATURE (LIT)**

**LIT 210 American Literature** **3 hours**

This course will introduce students who are not majoring in English to several genres of important works of American literature, works that deal with issues of faith in an increasingly secular world. Students will study works of drama, fiction, and non-fiction for several reasons: to become familiar with important works of American literature; to gain practice in college-level analytical skills; to discover works that might become personally meaningful to students after the course is over; and to explore works of discourse that can lead to a deepened, enriched faith.

Offered: on demand; Prerequisite: COM 111; Recommended: COM 112

**LIT 220 English Literature** **3 hours**

This course will introduce students who are not majoring in English to several genres of important works of British literature. Students will study works that will focus on theological and ethical ideas and their relevance for today.

Offered: on demand; Prerequisite: COM 111; Recommended: COM 112

**LIT 230 Bible as Literature** **3 hours**

This course is an introduction to the variety of rhetorical and literary strategies appearing in the Bible. Students will read selected texts from the Old and New Testaments to study modes of discourse appearing throughout scripture.

Offered: on demand; Prerequisite: COM 111; Recommended: COM 112

**LIT 335 Literature of C. S. Lewis** **3 hours**

This course will explore the life of and literature produced by C.S. Lewis in order to gain perception into his theology, the various genre in which he wrote, and the principles that make his writings meaningful nearly 40 years after his death.

Offered: on demand; Prerequisite: COM 111; Recommended: COM 112, junior status

**LIT 336 Modern Masters of Christian Literature** **3 hours**

This course provides discussion of the relevance of contemporary literature from a Christian viewpoint which will include George McDonald, Fyodor Dostoyevsky, C.S. Lewis, Dietrich Bonhoeffer, and the devotional masters.

Offered: on demand; Prerequisite: COM 111; Recommended: COM 112, junior status

**LIT 440 Film Study** **3 hours**

This course will introduce students to the study of several genres of film to develop an ability to understand a movie both as an art form in its historical context and as a carrier of theological themes and images. This study will help students move beyond unreflective acceptance or rejection of movies toward a more faithful response that brings theological perspectives into conversation with the medium.

Offered: on demand; Prerequisite: COM 111; Recommended: COM 112

## LEADERSHIP (LSP)

**LSP 101 Biblical Foundations of Leadership** **LEAD** **3 hours**

This course is an introduction to developing the self as a leader based on understanding biblical principles, implementing spiritual practices, and appreciating each person's uniqueness and giftedness.

Offered: fall

**LSP 201 Group Dynamics in Leadership** **LEAD** **3 hours**

This is the second course in the Leadership Core, a continuation of LSP 101 Biblical Foundations of Leadership. Emphasis is on developing the leader in group situations, providing understanding of purpose, roles, interpersonal relations, organizational behavior, and spiritual community.

Offered: spring; Prerequisite: LSP 101; sophomore status

**LSP 301 Leadership Theories** **LEAD** **3 hours**

This is the third course in the Leadership Core, a continuation of LSP 201 Group Dynamics in Leadership. Leadership emphases are on the theories, critiques, and conflict resolution. Application will include case studies and project interaction.

Offered: fall; Prerequisite: LSP 201; junior status

**LSP 330 Small Group Leadership** **3 hours**

This course emphasizes facilitation of small group experiences in a variety of church or parachurch settings. Students will practice facilitating group experiences, discover group roles, and address how a small group meets the needs of its members. This is a highly participatory course and students will explore their own spiritual formation through the group process. Cross-listed as SFM 330.

Offered: fall; junior status

**LSP 401 Leadership Administration** **LEAD** **3 hours**

This course is the fourth and final course in the Leadership Core. Emphasis is placed on strategic planning. Attention is given to identifying organizational culture, managing change, and developing and managing teams.

Offered: spring; Prerequisite: LSP 301; senior status

**LSP 410 Advanced Leadership** **3 hours**

❖ Course is currently in development.

Offered: spring 2017; Prerequisite: LSP 301; senior status

## MANAGEMENT (MAN)

### **MAN 110 Basic Leadership Principles** LEAD **3 hours**

This course is an introduction to developing personal and career goals, setting of priorities within these goals, and building a positive self-concept. This process will allow the goals and priorities to be realized.

Offered: each semester

### **MAN 210 Introduction to Management & Ethics** LEAD **3 hours**

This course is a study of planning, organizing, staffing, leading, and controlling/evaluating with the presentation of principles for application to both for-profit and not-for-profit organizations. This is in coordination with an introduction to ethics and the concepts of effective oral and written communication with emphasis on functioning in small groups and organizational settings as well as interpersonal communication.

Offered: each semester

### **MAN 310 Economics for Managers** LEAD **3 hours**

This course is a study of the role of prices and markets in the modern free enterprise economy with an emphasis on economic tools needed to better understand economic policy debates and make better choices as a manager or supervisor.

Offered: each semester

### **MAN 320 Accounting for Managers** LEAD **3 hours**

This course is a study of acquisition, analysis, and reporting of financial information in organizations with special attention given to planning and controlling responsibilities of practicing managers. Individuals gain confidence in their ability to interpret and use financial information for effective decision-making.

Offered: each semester

### **MAN 330 Introduction to Marketing** LEAD **3 hours**

This course is a general study of marketing principles which lead to the development of marketing strategy. A review of environmental influences and key analytical tools used in formulating marketing plans. Product or service design, distribution, pricing, promotional programs, and the discussion of international marketing issues.

Offered: each semester

### **MAN 340 Managerial Finance** LEAD **3 hours**

This course introduces the student to the essential elements of finance for business. Emphasis is placed on financial management, financial markets, and the tools, techniques, and methodologies used in making financial decisions. Topics include: Financial planning, working capital management, capital budgeting, long term financing, and international finance.

Offered: each semester; Prerequisites: MAN 310, MAN 320

### **MAN 410 International Issues in Business** LEAD **3 hours**

This course is a study of world trade and of the problems and issues faced by a business when it goes into the international market. Included is the study of cultural impacts, monetary exchange complications, and the problems faced by multinationals related with dealing in foreign legal and social environments.

Offered: each semester; Prerequisites: MAN 210, MAN 310

**MAN 420 Organizational Behavior and Change** LEAD **3 hours**

This course is a study of individual and group behavior in organizations through detailed coverage of the functions of management, individual differences/diversity, leadership, motivation, decision making, organizational design, and organizational change and development. Emphasis is placed on how an understanding of organizational behavior leads to effective management practice.

Offered: each semester; Prerequisites: MAN 210

**MAN 430 Case Studies in Management Ethics** LEAD **3 hours**

This course focuses on reading, discussion and development of papers pertaining to relevant case studies involving personal and organizational ethical issues and problems applied to actual situations.

Offered: each semester

**MAN 440 Business Strategies**, capstone course LEAD **3 hours**

This course applies the understanding of strategic management and business policy formulation and implementation. Students will utilize knowledge from all functional areas of business to formulate business strategy and implementation plans through case analysis (may include simulation).

Offered: each semester; Prerequisites: MAN 430

## MATH (MAT)

**MAT 100 College Algebra** **3 hours**

This course is a study of the fundamental laws, exponents, linear and quadratic equations, inequalities, systems of equations, graphing, polynomials and polynomial equations, logarithms, complex numbers, binomial series, and other topics.

Offered: each semester

## MINISTRIES (MIN)

**MIN 210 Evangelism and Church Growth Strategies** **3 hours**

This course is a study of the biblical basis and practice of personal evangelism and principles and strategies for growing the corporate church.

Offered: fall

**MIN 220 Introduction to Teaching and Preaching** **3 hours**

This course is an overview of the teaching and preaching ministry of the church. Attention is given to developing lessons and sermons based on sound exegesis of Scripture, with an emphasis on the theological and philosophical basis for teaching and preaching.

Offered: each semester; Prerequisites: COM 120, BIB 220

**MIN 340 Principles of Christian Worship** **3 hours**

This course is a study of the biblical foundations and practice of Christian worship, both corporate and personal. Students will be exposed to a broad variety of Christian worship practices as they establish informed foundations for their own worship practices.

Offered: each semester; Prerequisite: sophomore status

**MIN 350 Orientation to Directed Field Experience** **CR/NC**

This course is a nine-week preparatory course for MIN 451 Directed Field Experience, which is an on-the-field internship.

Offered: fall; Prerequisite: junior status

**MIN 430 Pastoral Care and Counseling** **3 hours**

This course presents an understanding of issues a person may encounter as a leader in any pastoral role. The theological basis for care and counseling will provide the foundation for discussing counseling issues, ethics, intervention techniques, and skills. Each student will participate in at least one practice session as a counselor and counselee.

Offered: each semester

**MIN 451 Directed Field Experience (D.F.E.)** **CR/NC**

This course is a 400-hour internship working with a field supervisor in the student's major area of emphasis. The professor, field supervisor, and student design learning situations that are important to developing competence in ministry. The DFE is usually taken during the summer between the junior and senior year but may be taken during the school year. It also may be extended over a longer period of time.

Offered: each semester; Prerequisites: MIN 350, 75 credit hours, freshman and sophomore major courses, THE 341

**MIN 452 Directed Field Experience 2 (D.F.E. 2)** **3 hours**

This course is an additional 360-hour internship built on the student's Directed Field Experience. Like the D.F.E., the professor, field supervisor, and student design learning situations that are important to developing competence in ministry. D.F.E. II is usually taken immediately following the first D.F.E.

Offered: each semester; Prerequisite: MIN 350

**MIN 453 Directed Field Experience 3 (D.F.E. 3)** **3 hours**

This course is an additional 360-hour internship built on the student's Directed Field Experience and Directed Field Experience I. Like the D.F.E. I, the professor, field supervisor, and student design learning situations that are important to developing competence in ministry. D.F.E.3 is usually taken immediately following the first D.F.E. and concurrently with MIN 452, D.F.E. 2.

Offered: each semester; Prerequisite: MIN 350

**MIN 460 Ministry Conference** **1 or 3 hours**

Attendance at an approved conference can receive credit when approval is given by the student's advisor and, if a Christian Ministry major, by the student's emphasis head. Reflection papers and book report, as designed by emphasis head, are required.

Offered: on demand; Prerequisite: approval of advisor and/or Christian Ministry emphasis head

**MIN 471 Ministry Residency 1** **9 hours**

This course is a first semester on location learning ministry through both classroom and on-the-job training with supervisory staff; students will select ministry focus to include in the residency.

Offered: fall; Prerequisite: approval of Christian Ministry emphasis head

**MIN 460 Ministry Residency 2** **9 hours**

This course is a first semester on location learning ministry through both classroom and on-the-job training with supervisory staff; students will select ministry focus to include in the residency.

Offered: spring; Prerequisite: approval of Christian Ministry emphasis head

## **MUSIC (MUS)**

**MUS 105 Music Appreciation** **3 hours**

This course is a study of music in culture, focusing on the western musical tradition with discussion of the place of music in our culture, the style and types of music from other cultures, the history of music in the western tradition, and the role of music as art in culture.

Offered: each semester

**MUS 150 Introduction to Music Technology** **3 hours**

This course introduces a basic understanding of computer functions and sound systems essential for worship ministers by focusing on three main areas (a) music printing/publishing software; (b) sound systems; and (c) presentation software.

Offered: spring

**MUS 161 Flint Hills Masterworks Chorale** **1 hour**

This course consists of a non-touring mixed choral ensemble focusing on the basic vocal technique for local concert performance with weekly lab meeting minimum of two hours.

Offered: each semester

**MUS 220 Beginning Piano** **1 hour**

This course gives students basic piano (keyboard) skills, with particular emphasis on note reading and chord formation. This course does not count toward the degree program.

Offered: fall

**MUS 221 Intermediate Piano** **1 hour**

This course presents basic keyboard (piano) concepts which will be necessary for anyone seeking a position in worship ministry. The course is designed to prepare students for the piano proficiency exam, which students must pass to receive a worship emphasis or track.

Offered: spring; Prerequisite: MUS 220 or instructor permission

**MUS 222 Advanced Piano** **1 hour**

This course provides group instruction in piano for students who have demonstrated a degree of skill at the instrument. The course covers topics of interest to worship pianists and presents concepts relevant to both traditional and contemporary worship settings.

Offered: fall; Prerequisite: MUS 221, worship emphasis/track or instructor permission

**MUS 230 Beginning Guitar** **1 hour**

This course is designed for students without experience on guitar including basic chords, finger picking, strums, and basic patterns for the leading of music in a church setting.

Offered: on demand

**MUS 231 Intermediate Guitar** **1 hour**

This course is a continuation of MUS 230 Beginning Guitar providing group instruction which allows the student to gain further knowledge and experience in guitar playing.

Offered: on demand; Prerequisite: MUS 230 or instructor permission

**MUS 232 Advanced Guitar** **1 hour**

This course provides group instruction in guitar for students who have demonstrated a degree of skill at the instrument. The course covers topics of interest to worship guitar players and presents concepts relevant to both traditional and contemporary worship settings.

Offered: fall; Prerequisite: MUS 231 or instructor permission

**MUS 240 Beginning Voice** **1 hour**

This course provides group instruction which allows the student to gain experience in correct vocal production and development with an emphasis on worship.

Offered: spring

**MUS 241 Intermediate Voice** **1 hour**

This course is a continuation of MUS 240 Beginning Voice providing group instruction which allows the student to gain further knowledge and experience in vocal production and development.

Offered: fall; Prerequisites: MUS 240 or instructor permission

**MUS 242 Advanced Voice** **1 hour**

This course is a continuation of MUS 241 Intermediate Voice providing group instruction which allows the student to gain further knowledge and experience in correct vocal production and development, with an emphasis on leading corporate worship. An emphasis on teaching correct vocal production and development to others will also be included.

Offered: on demand; Prerequisite: MUS 241 or instructor permission

**MUS 310 Arranging for Corporate Worship** **3 hours**

This course is a continuation MUS 212 Music Theory and Aural Skills II covering the basics of arranging music for corporate worship, working with different instruments commonly used in corporate worship (guitar, piano, bass, electric guitar, drums, vocals), and communicating effectively with instrumentalists and vocalists in preparation for corporate worship.

Offered: on demand; Prerequisites: MUS 221 or permission of instructor

**MUS 316 Principles of Choral Conducting** **1 hour**

This course exposes students to the theory and practice of leading and directing church choral groups. The student will learn basic conducting and rehearsal techniques through lecture, demonstration, and modeling.

Offered: on demand; Prerequisites: MUS 221

## ORIENTATION (ORN)

**ORN 010 Study Seminar** **1 hour**

This course provides study tips, assignments, and accountability to equip the student for academic success.

Offered: each semester

**ORN 090 Introduction to MCC Life** **1 hour**

This course is an introduction to the components necessary to be a successful Manhattan Christian College student. This course prepares new students to meet the spiritual, academic, and campus life expectations at MCC. Required of all new students in their first semester.

Offered: each semester

## PASTORAL (PAS)

**PAS 310 Applied Ministry Lab** **3 hours**

This course examines and applies common ministry tasks and events that take place in most churches, such as baptisms, funerals, weddings, hospital ministry, staff meetings, baby dedication, finances, and advertising.

Offered: fall

## PHILOSOPHY (PHL)

**PHL 131 Effective Thinking** **3 hours**

This course is a basic introduction to logical thinking and the principles of inductive and deductive reasoning.

Offered: fall

**PHL 231 Introduction to Ethical Theory** **3 hours**

This course is an introduction to history of ethical thought with an examination of various ethical systems and the determination of a basic Christian ethic to guide personal conduct and choice.

Offered: spring

**PHL 232 Introduction to Philosophical Problems** **3 hours**

This course is an introduction to major problems of philosophy of knowledge, religion, ethics, political authority, and metaphysics through reading selected works in Western philosophical traditions.  
Offered: fall, odd years

**PHL 330 Comparative Religions** **3 hours**

This course is an introduction to nature and meaning of religion including a comparative study of the major religions of the world: Islam, Hinduism, Buddhism, and Animism with special attention given to "folk" and "popular" versions of these religions, as well as the uniqueness of biblical Christianity.  
Offered: fall, even years; Recommended: sophomore status

## **PSYCHOLOGY AND COUNSELING (PSY)**

**PSY 110 General Psychology** **3 hours**

This course is a study of fundamentals of human growth and development including an examination of the research current in physical and mental growth with special attention given to the processes of thought and personality development.  
Offered: each semester

**PSY 120 Human Growth & Development** **3 hours**

This course presents a study of human growth and development from the prenatal period through late adulthood. Areas of development addressed will include physical, intellectual, social, faith, and personality.  
Offered: fall; Recommended: PSY 110

**PSY 310 Educational Psychology** **3 hours**

This course is the study of learning theory with special application to the processes of the formal teaching-learning environment. It is one of the foundational disciplines in education. Consideration will be given to the principles, processes, and practices that research and experience indicate are most pertinent to the development and training of effective teachers. The scope will include personality theory, cognitive growth, learning theory, motivation, and instructional objectives. These factors will be examined with an application to a Christian context of education.  
Offered: fall, odd years; Prerequisite: PSY 120

**PSY 330 Abnormal Psychology** **3 hours**

This course is designed to provide students with a solid foundation for understanding psychopathology using the field's most current conceptualizations of abnormal behavior and mental disorders. In addition, this course is designed to enhance students' overall education in psychology through a better understanding of a variety of psychological illnesses.  
Offered: on demand; Prerequisite: PSY 110

**PSY 340 Principles of Counseling** **3 hours**

This course presents the framework of and methods utilized within major counseling theories. Attention is given to those theories which have been widely applied throughout the history of counseling in addition to contemporary theories and techniques.  
Offered: spring; Prerequisite: PSY 110

**PSY 443 Lab Experiences in Counseling** **3 hours**

This course provides a supervised, controlled environment in which the student can develop and practice specific counseling skills. It is designed to be taken in conjunction with Advanced Counseling Techniques. The majority of time in class is spent practicing specific interviewing skills within the context of role plays.  
Offered: fall; Recommended: PSY 340, concurrent enrollment in PSY 444, senior status

### **PSY 444 Advanced Counseling Techniques**

**3 hours**

This course is a study of advanced concepts, theories, skills and procedures of effective counseling including types of counseling situations, and the assessment of appropriate counseling styles and techniques through examination of case studies. Issues and concerns unique to the students' counseling experience will be discussed. The development of a sound biblical theology of counseling will be addressed. This course is designed to be taken in conjunction with Lab Experiences in Counseling.

Offered: fall; Recommended: PSY 340, concurrent enrollment in PSY 443, senior status

## **SOCIOLOGY AND ANTHROPOLOGY (SAN)**

### **SAN 210 Introduction to Sociology**

**3 hours**

This course is an introduction to the basic tools and techniques of sociology; the theories, concepts, and methods used to analyze the social world with special reference to their significance in studying worldviews, including Biblical Christianity.

Offered: each semester

### **SAN 220 Introduction to Cultural Anthropology**

**3 hours**

This course is an introduction to the study of human culture including the concepts, theories, and methods used in the comparative study of socio-cultural systems; subjects include subsistence patterns, social and political organization, language and communication, family and kinship, religion, the arts, social inequality, ethnicity, gender, and culture change, especially as they relate to contemporary issues.

Offered: each semester

## **SCIENCE (SCI)**

### **SCI 131 Introduction to Earth Science ~~LEAD~~**

**3 hours**

This course is a study of earth science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social and philosophic aspects of the subject matter.

Offered: each semester

### **SCI 132 Earth Science Lab ~~LEAD~~**

**1 hour**

This course is a laboratory comprised of learning activities and application exercises related to earth sciences.

Offered: each semester

### **SCI 200 Physical Geography**

**3 hours**

This course is an introduction to physical geography by emphasizing interrelationships between the atmosphere, water, landforms, vegetation, soils, and man. The course creates an awareness of man's responsibility towards the environment by examining and evaluating man's impact upon the environment.

Offered: each semester

### **SCI 201 Physical Geography Lab**

**1 hour**

This course is a laboratory comprised of learning activities and application exercises related to physical geography.

Offered: each semester

## **SOCIAL JUSTICE (SJU)**

### **SJU 310 A Theology of Social Justice**

**3 hours**

This course examines the biblical mandate for justice from the law and the prophets through the gospels. Special attention is given to examining the historical and theological circumstances surrounding the preaching of the prophets, including Jesus.

Offered: fall; Concurrent enrollment: THE 341

### **SJU 320 History of Social Justice**

**3 hours**

This course is a critical exploration of historical social justice movements to the present, revealing successes and failures in terms of the biblical mandate.

Offered: spring; Prerequisite: SJU 310

### **SJU 410 Contemporary Issues in Social Justice**

**3 hours**

This course explores major social justice issues pertinent to contemporary culture. Students analyze the context, strategies, and outcomes of current social justice issues.

Offered: fall; Prerequisite: SJU 310

### **SJU 440 Social Justice Practicum**

**3 hours**

In this course, students work with an existing social justice ministry learning how to implement their mission, values, vision, and strategy.

Offered: spring; Prerequisite: SJU 310, SJU 320, SJU 410

## **SPIRITUAL FORMATION (SFM)**

### **SFM 310 Movements in Christian Spirituality**

**3 hours**

This course is an introduction to the history, theology, and practice of Christian Spirituality. Students are exposed to classical and contemporary literature. Students will gain a basic understanding of the diverse approach to faith transformation and expression. An emphasis is placed on the development of the "field" of spiritual formation in the last 30-40 years and the spiritual expression in postmodern culture.

Offered: fall, odd years; Prerequisites: LSP 101

### **SFM 320 Children's Spirituality**

**3 hours**

This course emphasizes the need to understand the spiritual experiences of children, assists students in helping children develop a relationship with God, and exposes students to various methods of nurturing children in the Christian faith from birth through elementary years.

Offered: fall, even years; Recommended: MIN 220, PSY 120

### **SFM 330 Small Group Ministry**

**3 hours**

This course emphasizes participation in and facilitation of small group experiences in a variety of church or parachurch settings. Focus is placed on oversight of small group ministry in the church. Special attention is given to the needs of adults in the small group format. Cross-listed as LSP 330.

Offered: each semester; Prerequisites: LSP 201, MIN 220

### **SFM 410 Spiritual Disciplines and Retreats**

**3 hours**

This course is an advanced study of disciplines and prayer practices for individual and group use. This course takes places in a retreat format allowing students to develop skills in facilitating spiritual retreats while experiencing a variety of spiritual disciplines. Students will learn how to teach the disciplines to others as a means to spiritual transformation. There is a lab fee with the course.

Offered: spring; Recommended: MIN 220

### **SFM 440 Spiritual Mentoring & Soul Care**

**3 hours**

This course is an introduction to ministry of healing, reconciliation, sustaining, and guidance. Students will explore the principles of spiritual direction. The course emphasizes one-to-one and small group discipleship and mentoring. Students will also develop spiritual formation plans for different faith stages.

Offered: spring; Recommended: LSP 330

## **STATISTICS (STA)**

### **STA 210 Business Statistics ~~LEAD~~**

**3 hours**

This course is designed to give the basic tools of collecting, analyzing, presenting, and interpreting data in a business setting, thus helping managers make decisions based on what will happen in relationship to demand, costs, and profits.

Offered: spring

### **STA 310 Elementary Statistics**

**3 hours**

This course is a basic first course in probability and statistics with textbook examples and problems aimed toward the social sciences and humanities. Frequency distributions, averages, measures of variation, probability, confidence intervals; tests of significance appropriate to binomial, multinomial, and normal sampling; simple regression and correlation.

Offered: each semester; Prerequisite: MAT 100

## **THEOLOGY (THE)**

### **THE 330 Basic Christian Doctrine**

**3 hours**

This course is a biblical, historical, and theological study of key doctrines of the Christian faith.

Offered: each semester

### **THE 341 Systematic Theology I**

**3 hours**

This course is a biblical, historical, and theological study of key doctrines of the Christian faith. Topics include theological method, God's revelation, the nature of God, the work of God, humanity, and sin.

Offered: fall

### **THE 342 Systematic Theology II**

**3 hours**

This course is a continuation of Systematic Theology 1. Topics include the person of Christ, the work of Christ, the Holy Spirit, salvation, baptism, Lord's Supper, the church, and the last things.

Offered: spring; Prerequisite: THE 341

### **THE 410 Mission and Theology of the Church**

**3 hours**

This course is a study of the mission and theology of the church as presented in the Bible. It provides a biblical rationale for most aspects of applied ministry by examining how a biblical understanding of the mission and theology of the church positively affects practical outcomes of pastoral leadership in such areas as preaching, mission, evangelism, pastoral care, and church growth strategies. The course is taught in a seminar format.

Offered: spring; Prerequisite: senior status

**THE 430 Christian Theology Through the Centuries** **3 hours**

This course is a historical survey of Christian theology beginning with the first Christian theological writing (New Testament) through contemporary theologies. The course includes an analysis of the development and articulation of major Christian doctrines. In addition to the examination of Protestant theological traditions, the theological systems of both Eastern Orthodoxy and Roman Catholicism will be studied. Special emphasis will be placed on relating theological concepts to Christian life and experience.

Offered: on demand; Prerequisites: THE 341, THE 342 or permission of instructor

**THE 431 Contemporary Theological Trends** **3 hours**

This course is a senior-level seminar designed to explore theological trends and movements within the late nineteenth and twentieth centuries in the church including Liberal Theology, Neo-Orthodoxy, Fundamentalism, Evangelicalism, The Quest for the Historical Jesus, and the fate of the unevangelized.

Offered: on demand; Prerequisites: THE 341, THE 342, or permission of instructor

**THE 432 Christ in Film and Contemporary Culture** **3 hours**

This course is a study of various film portrayals of the story of Jesus as well as an examination of contemporary issues related to the traditional representation of the life of Christ. This course utilizes print media, movie clips, documentaries and a variety of assignments intended to assist students in gaining a better understanding of the current popular perception of Jesus Christ.

Offered: on demand; Prerequisites: THE 341, THE 342, or permission of instructor

**THE 435 Christian Ethics: Theology & the Modern World** **3 hours**

This course is a senior-level seminar designed to explore the discipline of Christian ethics with a view to practical application of theology in the modern world including various foundations for the study of ethics, abortion, euthanasia, marriage, medical science, racism, sexuality, and the environment.

Offered: on demand; Prerequisites: THE 341, THE 342 or permission of instructor

**THE 436 Apologetics** **3 hours**

This course is a senior-level seminar focused on enabling students to give a credible witness to their faith in the context of the modern pluralistic world concerning issues relating to philosophical, religious, and scientific challenges to the Christian faith. Special attention is given to understanding and sharing faith in the context of the contemporary university.

Offered: each semester; Prerequisites: THE 341, THE 342 or permission of instructor

**THE 440 Biblical Theology of Worship** **3 hours**

This course is a systematic study of biblical worship principles, themes, vocabulary, and events.

Offered: spring; Prerequisites: THE 341, THE 342

## **WORSHIP (WOR)**

**WOR 312 Worship History** **3 hours**

This course is a survey of the development of Christian worship from the beginning of the church to the present day, with special emphasis on baptism, the Lord's Supper, and church music. Attention will be given to recovering traditions that may be useful for enhancing corporate worship in today's culture.

Offered: fall; Prerequisites: MIN 340

### **WOR 440 Worship Ministry**

**3 hours**

This course provides an overview of worship ministry organizational and administrative issues, including a study of qualifications, responsibilities, and opportunities of the worship minister. It will cover topics such as: the role of music in the church life; general administration of the church's worship ministry; working with multiple staff; effective ministry with a congregation, worship committee, and church board; ministry transitions; worship education within the church; and planning and leading corporate worship in a variety of settings.

Offered: spring; Prerequisites: MUS 221, MIN 340, junior status, or permission of the instructor

## **YOUTH MINISTRY (YMN)**

### **YMN 210 Adolescent Culture and Discipling**

**3 hours**

This course is a study of youth culture, past and present, in order to gain an understanding of adolescent life as well as develop a Biblical approach for responding to cultural subject matters within their lives.

Offered: fall

### **YMN 310 Building a Theology and Philosophy of Youth Ministry**

**3 hours**

This course focuses on an assessment of theological and philosophical approaches to youth ministry. Practical development in both theological and philosophical ministry positions are discussed and designed within the classroom.

Offered: fall

### **YMN 410 Current Trends in Youth Ministry**

**3 hours**

This course is a study and practice of current methodological practices within the discipline of youth ministry. The course includes attending an off-campus youth ministry conference as well as interviews with current practitioners in youth ministry.

Offered: fall

### **YMN 425 Youth Ministry Programming and Management**

**3 hours**

This course is the study and practice of management and administrative subject matter within the discipline of youth ministry. The course brings attention to particular issues unique to the profession of youth ministry as well as general ministry disciplines found in many ministry vocations.

Offered: spring; Prerequisites: YMN 310 and senior status

**LEAD** Course is only offered through our non-traditional campuses.

# Administration and Faculty

## Administration

J. Kevin Ingram, *President (2006)*

B.A., Manhattan Christian College, 1986; M.A., Johnson Bible College, 2002.

Gregory A. Delort, Ph.D., *Interim Vice President for Academic Affairs (2015)*

B.A., Lincoln Christian College, 1994; M.A., Lincoln Christian Seminary, 1997; M.S., Kansas State University, 2002; Ph.D., Kansas State University, 2006.

Lori Jo Stanfield, *Vice President for Business Affairs (1993)*

B.S., Manhattan Christian College, 1978; B.S., Kansas State University, 1978; M.S., University of Phoenix, 1998.

Rick L. Wright, Ph.D., *Vice President for Student Development (1989)*

A.B., Manhattan Christian College, 1976; M.Div., Fuller Theological Seminary, 1992; M.S., Kansas State University, 1993; Ph.D., Kansas State University, 2001.

## Faculty/Non-Teaching Faculty

Mary Ann Buhler, *Director of the Library Resources (2006)*

B.Mus., Kansas State University, 1970, M.L.S., Emporia State University, 2005.

Shawn M. Condra, *Athletic Director (1994)*

B.S., Manhattan Christian College, 1994.

Dave Cupery, *Professor of Intercultural Studies (2016)*

B.S., Calvin College, 1992; M.S., Moody Bible Institute, 2001

Gregory A. Delort, Ph.D., *Professor of Family Ministry (1997)*

B.A., Lincoln Christian College, 1994; M.A., Lincoln Christian Seminary, 1997; M.S., Kansas State University, 2002; Ph.D., Kansas State University, 2006.

Dave Henry, DWS, *Associate Professor of Bible (2006)*

B.A., Ozark Christian College, 1995; M.A., Lincoln Christian University, 1998; DWS., Robert E. Weber Institute for Worship Studies, 2012.

William (Bill) Jenkins, Ph.D., *Associate Professor of English (2010), General Studies Department Head (2010)*; B.A., University of Tulsa, 1984; M.A., University of Tulsa, 1986; Ph.D., University of Arkansas, 1992.

Genilyn McCaffrey, DWS, *Professor of Worship Ministry (2006)*

B.B.L., Ozark Christian College, 1997; M.Div., Lincoln Christian Seminary, 2006; DWS, Robert E. Weber Institute for Worship Studies, 2012.

Brian Medaris, D.Min., *Professor of Spiritual Formation (2008)*

B.S., Indiana University, 1993; M.A., Lincoln Christian Seminary, 1999; M.Div., Lincoln Christian Seminary, 2003; D.Min., Lincoln Christian Seminary 2013.

Wesley Paddock, D.Min., *Professor of Old Testament (1995)*

A.B. Intermountain Bible College, 1961; M.Div., Lincoln Christian Seminary, 1971; D.Min., Denver Conservative Baptist Seminary, 1995.

Jeffrey Sagstetter, *Associate Professor of Youth Ministry (2003)*  
B.S., Kentucky Christian College, 1986; M.M., Kentucky Christian College, 1998; M.A.,  
Kentucky Christian College, 2002.

Russell York, D.Min., *Professor of Pastoral Ministry (2008), Christian Ministry Department Head (2009)*; B.S., Memphis State University, 1975; B.S., Creighton University, 1983; M.Th., Harding Graduate School of Religion, 1981; D.Min., George Fox Seminary, 2011.

Stephen Waers, Ph.D., *Assistant Professor of Theology (2016)*.  
B.A. Point University, 2007; M.Div., Emmanuel Christian Seminary, 2010; Ph.D. Marquette University, 2016.

## Emeritus Faculty

C. Franklin Karns, Ph.D., *Professor Emeritus of Communication and Philosophy (1990)*  
A.B., Cincinnati Bible Seminary, 1943; B.A., Ashland College, 1944; M.A. and Ph.D., University of Pittsburgh, 1962, 1964.

Donn A. Leach, D.Theology, *Professor Emeritus of Bible (1999)*  
A.B., Lincoln Christian College, 1950; B.D., Butler University School of Religion, 1953; M.A.,  
Butler University School of Religion, 1954; D. Theology, Northern Baptist Theological Seminary, 1960.

## Adjunct Faculty

Holly Anderson, *Psychology (2014)*  
M.A., Azusa Pacific University, 2009.

Jeff Arnold, *Hebrew (2015)*  
M.A. Lincoln Christian Seminary, IP.

Brody Bliss, *Management /Bible (2012)*  
M.Div., Golden State Theological Seminary, 2008.

Nancy Blockcolsky, *Piano (2002)*  
M.Mus., Kansas State University, 1992.

Don Brax, *Math (2003)*  
M.S., Kansas State University, 1984.

Julie Delort, *Written and Oral Communication (1998)*  
M.A., Lincoln Christian Seminary, 1997.

Genae Denver, *Voice (2010)*  
B.S. Kansas State University, 1990.

Gary Griffith, Ph.D., *Science (2011)*  
Ph.D., Oklahoma State University, 1973.

Cal Habig, D.Min., *Bible / Ministry (2008)*  
D.Min., Fuller Theological Seminary, 2003.

Mike Hines, *History (2007)*  
M.Div., Cincinnati Bible Seminary, 1983.

Joe Hunsaker, *Psychology (2011)*  
M.A., Webster University, 1989; M.E., Arizona State University, 2010.

Dale Levering, Ph.D, *Management (1999)*  
Ph.D., Kansas State University, 2009.

Nikki Medaris, *Psychology (2009)*  
M.Div., Lincoln Christian Seminary, 2011.

Alisha Paddock, *Bible (2008)*  
M.Div., Emmanuel Christian Seminary, 2007.

Robert Pugh, *Management (2010)*  
M.B.A., Bellevue University, 1999.

Bob Randall, *Economics / Statistics (2010)*  
M.S., Kansas State University.

Ron Ratliff, *Humanities (2006)*  
Th.M., Dallas Theological Seminary, 1983.

Bob Reader, *Management (2014)*  
J.D. & MBA, University of Illinois, 1999.

Eric Sanford, *Ministry (2016)*  
M.A. Hope International University, 2008.

Daryn Soldan, *Management (2014)*  
M.L.A., Kansas State University, 2009.

Karen Smothers, *Psychology / Counseling (2011)*  
M.S.W., Washburn University, 2005.

John Strifler, *Management (2015)*  
M.B.A., Indiana University, 2002.

Doug Wallace, Ph.D., *Sociology (1997)*  
Ph.D., Kansas State University, 2009.

Devin Wendt, *Ministry (2015)*  
M.A. Johnson University, 2008.

## Board of Trustees

Janet Barrows, *Director, Industry & Legislative Engagement*  
Manhattan, KS

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Terry Holdren, *Executive Director/ CEO/General Counsel, Farm Bureau*  
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Mark Posson, *Executive Pastor, Central Christian Church*  
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Robin Scott, *Professor, Oklahoma State University*  
Oklahoma City, OK

Clark Tanner, *Lead Pastor, Countryside Christian Church*  
Wichita, KS

Don Wilson, *Executive Pastor, Christ's Church of the Valley*  
Phoenix, AZ

## Emeritus Members

Dean Burton, *Minister, Retired*  
(Member Emeritus)  
Branson, MO

Harold Sears, *Businessman, Retired*  
(Member Emeritus)  
Topeka, KS

Garner Stroud, *Investor, Chevron Oil, Retired*  
(Member Emeritus)  
Lady Lake, FL

# Glossary

**Academic Dismissal:** A student who neglects academic responsibilities may be dismissed on recommendation of the academic dean.

**Academic Probation:** An indication that a student is in academic difficulty which could lead to dismissal from the college.

**Advisor:** A person, usually a college faculty member, who helps students achieve their educational goals by providing guidance on courses, degree programs, policies and procedures, and internships.

**Apply for Admission:** The process of submitting written or electronic application and supporting credentials so that an official determination of eligibility to attend the college can be made.

**Associate of Ministry Degree:** (A.M.) A two year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry.

**Audit:** After paying an audit fee to attend a course regularly without participating in course work and without receiving academic credit.

**Bachelor of Arts Degree:** (B.A.) Generally a four year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry. A study of the Greek language, or other modern language, is required.

**Bachelor of Science Degree:** (B.S.) Generally a four year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry. A study of science and mathematics is required.

**Classification:** Level of progress towards a degree with classifications of freshman, sophomore, junior, and senior depending upon the number of semester hours completed.

**Course:** A unit of study a student enrolls in during a semester.

**Credit Hour:** A unit of measurement used in determining the quantity of work taken. Each credit hour is roughly equivalent to one hour of class time per week. For example, a class meeting three hours a week would be a three credit hour class.

**Degree Program:** Courses required for completion of a particular degree.

**Drop/Add:** Changing the student's course schedule by adding and/or dropping a course.

**Dual degree:** Minimally a five year program of study in which a student earns a bachelor degree from MCC and a bachelor degree from Kansas State University upon confirmation of completion of requirements at both institutions. Note: Recommended MCC degree is B.A. or B.S. in Bible.

**Electives:** Courses chosen by a student that are not required for a major or minor. The number of elective hours varies in degree programs.

**Emphasis:** A 12-hour academic program of study in the Christian Ministry major.

**Enrollment:** The process of selecting courses and arranging a schedule of classes for the semester.

**Grade Point Average:** (GPA) A measure of scholastic performance. A GPA is obtained by dividing the number of grade points by the hours of work attempted. Only work taken at MCC is used to calculate the GPA.

**International Students:** Individuals who are not citizens or permanent residents of the United States.

**Major:** The subject area in which a principal emphasis is placed in an academic program.

**New Freshmen:** High school graduates with no earned college credits since the summer after high school graduation. Students taking college-level work while in high school are considered new freshmen.

**Non-Degree Students:** Students not pursuing a degree from MCC. Non-degree students are limited in the number of hours per semester they may enroll in. Other restrictions may apply. Non-degree students do not qualify for financial assistance.

**Official Test Scores:** ACT, SAT, GED, and TOEFL results that are received directly from the testing service. Personal reports, results marked "student copy" and so on are not official test scores.

**Official Transcript:** An official copy of a student's permanent academic record. A transcript that is sent directly by mail from the Registrar of a credit-granting institution to MCC is considered official. Transfer credit decisions are only made from official transcripts. Unofficial transcripts, hand-carried documents, and personal grade reports *maybe* used for admission decisions.

**Prerequisite:** A requirement, usually credit in another course, which must be met before a particular course can be taken.

**Provisional Acceptance:** Students who have been admitted to the college under special circumstances. Provisional acceptance is granted for one semester only.

**Readmitted Students:** Any student who has previously been admitted and attended MCC on any campus at any time since high school graduation.

**Registration:** The process of enrollment and paying fees.

**Special Student:** Students who have been admitted on probation.

**Track:** A 6-hour academic program of study in the Christian Ministry major.

**Transfer students:** Students who have earned college-level credit after the summer following high school graduation.

